

**TOWN OF PUTNAM  
OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT  
156 MAIN STREET  
PUTNAM, CT 06260**

**REQUEST FOR PROPOSALS FOR CONSULTANT SERVICES FOR THE  
DOCUMENTATION AND EVALUATION OF HISTORIC BELDING-CORTICELLI  
MILL COMPLEX, 107 PROVIDENCE ST., PUTNAM, CT AND THE PRODUCTION  
OF A BUILDING REDEVELOPMENT STRATEGY**

**RFP Issue Date: Monday, May 4, 2015**

**RFP Due Date & Time: Tuesday, May 19, 12:00 p.m.**

The Town of Putnam acting through its Office of Economic & Community Development will receive proposals from qualified firms to document historic resources, existing structural, systems, limited screening for hazardous building materials; develop a revitalization strategy with pro-forma analysis, and conduct public information/outreach as outlined in the accompanying specifications, in accordance with the following instructions, conditions and reservations.

Sealed proposals are due **by 12:00 p.m. on Tuesday, May 19, 2015** at the Putnam Economic & Community Development Office, 156 Main Street, Putnam CT 06260. No proposals will be accepted after the date and time noted. **On the outside of your sealed proposal (as well as any courier service envelope), please clearly indicate "Proposal for Consultant Services for the Documentation and Evaluation of Historic Belding-Corticelli Mill Complex, and the Production of a Building Redevelopment Strategy", the due date of the proposal, and the name of the firm making the proposal.**

- **Proposers shall submit one (1) original, seven (7) hard copies and one (1) electronic copy of the proposal in a sealed envelope clearly marked as indicated above.**
- Proposals will not be accepted by fax or e mail.
- The Town of Putnam is exempt from Federal and State Taxes.

Proposers are requested to submit any questions on the form and content of the Request for Qualifications to Town Economic & Community Development Director Delpha Very by email at [Delpha.Very@putnamct.us](mailto:Delpha.Very@putnamct.us) no later than May 11, 2015. The subject line of the e-mail should read "RE: Proposal for Consultant Services". All questions will be compiled and the answers distributed by e-mail to all interested Contractor's by May 14, 2015.

To view the full Bid Request including Scope of Work, requests may be made electronically by email to:

[Delpha.Very@putnamct.us](mailto:Delpha.Very@putnamct.us). The subject line of the email should read "RE: Proposal For Consultant Services/Belding"

The Town of Putnam reserves the right for any reason or no reason, to reject any Proposal or all Proposals, to negotiate with any or all Proposers, to waive any informalities, irregularities or omissions in any Proposals received or to afford any Proposer an opportunity to remedy any informality or irregularity if in the opinion of the Town it is in the best interest of the Town to do so, whether or not it is the lowest dollar cost proposal.

## **SCOPE OF WORK**

### **Goals and Objectives of Project**

This Making Places project is funded by the Preservation Division of the Department of Economic and Community Development, and is administered by the CT Trust for Historic Preservation. In 2010 the Town completed a public planning process resulting in the adoption of Vision Plan for Downtown Putnam. The Town is in the midst of implementing many of these recommendations included in the plan. The Plan included a number of general goals and strategies that this action plan might accomplish. One of the major goal areas dealt with the redevelopment and revitalization of the mill buildings and facilities within the Town's Industrial Heritage Overlay District. The Belding-Corticelli Mill on Providence Street is one of the keystone properties of this District.

This project will convene an interdisciplinary project team to create a redevelopment plan for the Belding-Corticelli Mill to include building condition review, structural analysis, redevelopment planning scenarios, including cost estimates and pro-forma, hazardous materials review, and preliminary site plans. The project will also document historic conditions and prepare a nomination for the National Register of Historic Places for the Belding-Corticelli Mill.

### **Description of Subject Property**

Constructed as the Powhatan Mill in 1872 by industrialist George M. Morse for the manufacture of cotton sheeting, the Belding mill has contributed to the textile industry of Putnam, CT for nearly one hundred years. Purchased in 1918 by the successful Belding Brothers & Company, a textile company with facilities throughout the nation, the mill produced fine silk thread for domestic use. As the trend toward manufactured clothing increased during the 1920's, thread production at the mill transitioned from silk to cotton and nylon. In 1925, Belding acquired the Heminway Silk Company of Watertown, CT. In 1932, Belding-Heminway consolidated national operations in Putnam. Shortly thereafter, the Corticelli Silk Company purchased the Belding-Heminway Company after which it was known as the Belding-Heminway-Corticelli Company.

A 115 foot long dam in the Quinebaug River enabled Mr. Morse to run 20,000 spindles and 416 looms within the four floors of the three-bay deep brick building. Constructed with Second Empire elements, the roof is designed as a mansard allowing for full use of the attic level. Historic photographs show the dormer windows within the mansard had a curved roof line similar to the remaining roof element above the egress door on the south façade. The 1877 bird's eye view of Putnam shows the original mill complex with the main four-story structure and central tower elements on the north and south facades, a three-story addition to the west, smoke stack, boiler building and several free standing outbuildings. All of these structures are extant as well as others that were added to the complex over time reflecting changes in manufacturing technologies and new power sources.

The Belding Mill, among others along the Quinebaug River in Putnam, served as a catalyst for the development of a culturally diverse community whose values survive in schools, churches, social clubs and heritage celebrations. The manufacturing history of the mill paralleled socio-economic trends proving the flexibility of the building for wide ranging product development related to the textile industry. Political history is documented in written accounts of the textile workers strikes of 1934 during which time the Belding Mill served as the focus of striking workers from other mills targeting the non-striking Belding employees. As a gateway to the downtown Putnam community

the Belding Mill has served as an anchor within the community and has the potential to contribute in new ways to the enrichment of the region.

### **Budget**

The budget for this project is \$49,000.

### **Outline of Planning Process**

The Town of Putnam expects the Consultant to develop a thoroughly considered and engaged process of assessment, analysis, planning, and documentation with a multidisciplinary team. The consultant team will work with community stakeholders to explain and foster cooperation with the implementation of the proposed recommendations. The consultant team will be expected to manage the process of developing information and solutions and presenting findings to the Town and public.

### **Consultant Qualifications**

A professional consulting firm or team that can provide interdisciplinary skills including: architectural, planning, structural engineering, mechanical/electrical engineering, environmental and historic preservation services through disciplines that include building materials conservation, code analysis and historical research.

### **Public meetings**

It is anticipated that all public information/outreach meetings will be publicly advertised, open to the public and held at a location open and accessible to the public. The consultant team will conduct and organize 2 public workshops at key points in the planning process, one to discuss the topic of Historic Designation options and approaches, and the other to discuss the findings and recommendations specifically for the Belding-Corticelli Mill.

### **Deliverables**

The selected consultant will be expected to deliver the following:

- 1) Historic documentation and formal Nomination for National Register of Historic Places for Belding-Corticelli Mill
- 2) Building conditions assessment of Belding-Corticelli Mill, including structural, architectural, historic, systems, limited screening for hazardous building materials (“HBM” – not to include sampling and analysis); the building conditions assessment should include cost estimates for any additional analyses that are needed to assess these building conditions prior to redevelopment.
- 3) Preliminary analysis of redevelopment scenarios, including pro-forma documents including recommendations for use of tax credits and other financial incentives and regulatory changes that would be necessary to accomplish proposed redevelopment.
- 4) A minimum of two public information sessions covering historic preservation options and ramifications and the findings of the building conditions assessment and redevelopment scenarios.

### **Action Steps**

We anticipate that the scope of work associated with the development of this action plan includes the following key milestones: Start up/Kick off Orientation meeting with Town staff and project team, review of available background information/studies/plans, Field visit/tour of the subject building, Public Information Meetings, Site Analysis, Building Analysis, Conceptual Site and Building Drawings, Recommendations and Strategies.

The intent of this project is to produce a vision plan for the area that builds on existing historic assets and leverage additional private and public investment in downtown. It is the intent of this proposal to study the building for historic resources and rehabilitation as a way to make a measurable and lasting impact on the area.

### **Statement of Qualifications**

All Statements of Qualifications shall comply with the format described below. The Statements are to be prepared at the firm's expense and submitted to meet the requirements of the RFQ. The Statement of Qualifications will be considered as an example of the firm's work product.

Proposals should, at a minimum include the following:

Introductory Statement -The Name of Firm and/or person that will provide the work; a comprehensive background history of the firm or persons including accomplishments; the business headquarters and location of all offices; the firm's number of years in business; the number of years providing services relevant to the scope of work for this project; and, any promotional or descriptive literature about the firm.

Expertise -Specify the various expertise and qualifications of the firm and its staff relevant to the scope of this project; the licenses, certifications and resumes of the key professional personnel who will be working on the project; describe the firm's experience and accomplishments with other projects similar to this project particularly in the areas of historic preservation, tourism and economic development.

Project Team -Describe the team designated to work on this project including the Principal and team members and their resumes. Specifically, describe the roles that your team members had in the projects that are similar to this project.

Project Understanding, Methodology and Work Plan -Describe the methods to be used to complete this project. Include a specific work plan with a time line for project completion including a listing of project deliverables.

**Project Schedule** : Consultant will deliver final product by July 11, 2015.