

REQUEST FOR PROPOSALS
EASTTOWN TOWNSHIP
INSPECTION-LEVEL (IDENTIFICATION-LEVEL)
HISTORIC PROPERTY SURVEY

Issue Date: February 13, 2026

Proposal Due: March 6, 2026, 3:30 p.m. ET

1. Overview

Easttown Township (“Township”) seeks proposals from qualified consultants to conduct an **Inspection-Level Historic Property Survey** in accordance with the standards of the **Pennsylvania State Historic Preservation Office (PA-SHPO)**. The survey will document architectural resources within the boundaries of Easttown Township and will be used to support planning, preservation, and regulatory review.

The project will update and verify information for all properties currently included in the Township’s **Historic Resource Survey (HRS)** and evaluate additional properties for potential inclusion. The final survey will **repeal and replace the existing HRS in its entirety**, resulting in a uniform, accurate, and consistent record for each surveyed property.

All survey data will be provided to Easttown Township and uploaded to the PA-SHPO resource database, **PA-SHARE**. GIS database formats may be finalized in coordination with Township staff and PA-SHPO.

The target for **substantial completion** of this project is **October 1, 2026**, with final presentation to the Township Board of Supervisors by **October 5, 2026**.

2. Background

The Easttown Township Historic Resource Survey has been compiled through numerous volunteer efforts over the past 30 years and was adopted as a **Historic Resource Overlay** in 2022 (Ordinance No. 453-22). The current HRS includes approximately 300 resources dating from the 18th through 20th centuries and reflects the Township’s primarily residential character, with additional commercial and institutional properties.

Under Township Ordinance No. 375-07, the **Easttown Township Historical Commission (ETHC)** is responsible for identifying significant architectural, historical, and natural resources and maintaining a detailed inventory and mapping of those resources. Updating and expanding the HRS is essential to ensuring consistent documentation and strengthening protections for historic resources.

The primary goal of this project is to improve the accuracy, completeness, and consistency of survey data by:

- Completing a full inspection-level survey of all currently listed HRS properties; and
- Evaluating additional properties for historical significance and eligibility for inclusion.

The selected consultant will work closely with Township staff and ETHC to finalize the list of properties to be documented.

3. Scope of Work

The selected consultant shall conduct an Inspection-Level Historic Property Survey that meets current PA-SHPO standards and includes the following tasks:

1. Project Initiation

- Participate in a project kick-off meeting with Township staff and ETHC.

2. Property Prioritization

- Review and refine a list of priority properties identified by ETHC for inclusion in the HRS.
- Provide professional input regarding eligibility, integrity, potential threats, and preservation priorities.

3. Survey Documentation

- Review and update existing Pennsylvania Historic Resource Survey Forms.
- Prepare new Survey Forms for identified but undocumented properties.
- Ensure all documentation meets PA-SHPO requirements and is suitable for submission through PA-SHARE.

4. Final Reporting

- Prepare a final written report, separate from the Survey Forms, describing:
 - Project goals and methodology
 - Summary of evaluated resources
 - Rationale for inclusion or exclusion from the HRS
 - Recommendations for future survey efforts

Any **material change in scope** shall be subject to **mutual agreement** of the Township and the selected consultant and shall be documented through a **written contract amendment**.

4. Technical Expertise

Proposals must be submitted by an **architectural historian** or a consultant team supervised by an architectural historian who meets the **Secretary of the Interior's Professional Qualification Standards**.

The consultant must have demonstrated experience conducting cultural resource surveys and be trained in PA-SHARE requirements for Inspection-Level Surveys. The selected consultant will be required to enter into a professional services contract acceptable to the Township Solicitor. **No contractual obligation shall exist unless and until a written contract is executed by the Township.**

Contract execution is anticipated by **April 2026**.

5. Meetings and Coordination

- Monthly progress meetings with Township staff will be required.
 - Virtual meetings are encouraged for efficiency.
 - All deliverables shall be submitted to the Township's Assistant Township Manager.
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6. Inspection-Level Survey and Deliverables

The consultant shall prepare and implement an Inspection-Level Survey Plan in accordance with current PA-SHPO standards.

Required Deliverables include, at a minimum:

- Draft and final Inspection-Level Survey Plan
- Survey and data collection methodology
- Completed Pennsylvania Historic Resource Survey Forms
- High-resolution digital photographs of primary façades (with spreadsheet index)
- Recommended contributing or noncontributing status for each resource
- GIS maps and parcel shapefiles with associated data
- Draft and final survey report
- Survey data uploaded to PA-SHARE
- Presentation materials and findings presented to ETHC

All work products, data, reports, photographs, GIS files, and associated documentation produced under this contract shall be the **sole property of Easttown Township**, with no restriction on Township use or reproduction.

7. Data Processing, Reporting, and Mapping

The consultant shall present the survey purpose and methodology to ETHC early in the project and present final findings at project completion.

All survey data and GIS files shall be prepared in accordance with PA-SHPO standards, uploaded to PA-SHARE, and provided to the Township in an agreed-upon digital format.

8. RFP Submission Guidelines

Proposals must be submitted electronically via email to:

Jonathan Ewald

Assistant Township Manager

jewald@easttown.org

Email subject line: **“RFP – Historic Survey”**

Submissions are due **no later than 3:30 p.m. ET on Friday, March 6, 2026.**

Hard copy submissions will not be accepted.

Contact with Township officials, ETHC members, or Board of Supervisors outside of the designated contact, **except as required by law**, is prohibited and may result in disqualification.

9. Proposal Requirements

Proposals shall not exceed **five (5) pages**, defined as one side of an 8.5” x 11” sheet, excluding attachments, and must include:

1. Letter of interest
2. Qualifications and relevant experience
3. Detailed, deliverables-based approach to the Scope of Work
4. Project schedule and timeline
5. Resumes or CVs of project personnel (excluded from page limit)
6. Itemized cost proposal
7. Up to three professional references
8. At least three relevant survey reports (attachments or links; excluded from page limit)

Marketing materials are not permitted.

Proposers shall disclose any **actual or potential conflicts of interest**, including any relationships with Township officials, ETHC members, or Township employees.

10. Selection Criteria

Proposals will be evaluated based on:

- Quality and clarity of the written proposal
- Responsiveness to RFP requirements
- Project approach and methodology
- Relevant experience and qualifications
- Professional credentials and training
- Quality of references
- Reasonableness of cost proposal

Cost will be considered but **shall not be the sole determining factor** in consultant selection.

11. Insurance Requirements

The selected consultant shall maintain the following insurance coverages for the duration of the project:

- **Commercial General Liability Insurance**
 - \$1,000,000 per occurrence
 - \$3,000,000 aggregate
- **Professional Liability (Errors and Omissions) Insurance**
 - Minimum limit of \$1,000,000 per claim
- **Workers' Compensation Insurance**
 - Statutory limits as required by Pennsylvania law

Certificates of insurance shall be provided prior to contract execution.

12. RFP Disclosures

- The Township reserves the right to reject any or all proposals, in whole or in part.
- The Township may modify the scope of work or selection process at its discretion.
- No proposer shall have any legal or equitable right arising from submission of a proposal.

- Proposal materials submitted by the selected consultant **may be incorporated into the final contract at the Township’s discretion.**
- Decisions of the Township Board of Supervisors are final.
- Unsuccessful proposers will not receive debriefings.

Following contract award, all proposals are considered public records subject to Pennsylvania’s **Right-to-Know Law**. The Township does not guarantee confidentiality. Consultants are responsible, at their own expense, for asserting any confidentiality or proprietary claims in response to a Right-to-Know request or appeal.

13. Selection Timeline

Activity	Date
RFP Distribution	February 13, 2026
Deadline for Written Questions	February 27, 2026
Proposal Due	March 6, 2026
Review and Interviews	March 9-12, 2026
Consultant Selection	March 16, 2026
Contract Execution	March 17, 2026
Project Completion & Board Presentation	October 5, 2026

14. Contact Information

All questions must be submitted via email no later than **4:30 p.m. on February 27, 2026** to:

Jonathan Ewald
 Assistant Township Manager
 Easttown Township
jewald@easttown.org

Questions:

Q: Are you looking for Identification, Reconnaissance or Evaluation level information?

A: The Township is looking for an Identification level survey.

Q: What is the deliverable per property?

A: Once the properties are identified, completing and submitting the PA SHARE system documentation for each property.