

# TOWN OF LYNNFIELD



## **REQUEST FOR PROPOSALS**

The Town of Lynnfield, by and through the Lynnfield Historical Commission, is seeking proposals from qualified historic preservation consultants to undertake the "Lynnfield Historic Properties Survey." Proposals must be received at the Office of the Town Administrator, Lynnfield Town Hall, 55 Summer St, Lynnfield, Massachusetts 01940, **on or before 10:00 am, Friday, August 25, 2017.**

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

The request for Proposals (RFP), containing scope of work, proposal requirements, and evaluation criteria, will be available upon request **10:00 am, Monday, July 24, 2017**, at the Office of the Town Administrator, Lynnfield Town Hall, 55 Summer St., Lynnfield, Massachusetts 01940 or by contacting the Town Administrator by email at [jboudreau@town.lynnfield.ma.us](mailto:jboudreau@town.lynnfield.ma.us) or telephone at 781-334-9410.

Proposers must 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 viewed and printed from  
[http://www.town.lynnfield.ma.us/Pages/LynnfieldMA\\_BOS/Bid/](http://www.town.lynnfield.ma.us/Pages/LynnfieldMA_BOS/Bid/)  
The RFP is listed as LHS 2017 RFP in the folder in the above link.

Questions regarding the RFP must be written and either emailed to  
[jboudreau@town.lynnfield.ma.us](mailto:jboudreau@town.lynnfield.ma.us) or faxed to 781-334-9419.

Office Hours	Monday- Thursday	(8:00 am to 4:30 pm)
	Friday	(8:00 am to 1:00 pm)