

Ladies and Gentlemen,

The Woodstock (CT) Historic Properties Commission (WHPC), a commission of the Town of Woodstock, CT, invites submission of proposals from qualified consultants to conduct a survey and inventory project of the historic, town-owned Bradford-Marcy Cemetery. The cemetery, located on Center Rd. in Woodstock approximately 200 feet east of the intersection of Center Rd. and Brickyard Rd., contains approximately 300 burials dating from the late 18th century to the mid 20th century (<http://www.ctgenweb.org/county/cowindham/records/cemetery/woodstock/woodstockbradfordmarcycem.htm>.)

The project will consist of three components:

- 1.) Mapping the cemetery and its boundaries and the location of every gravestone/marker in the cemetery and providing GPS locational data for each gravestone/marker
- 2.) Generation of an electronic database containing data on the gravestones/markers, including data about the individual gravestones/markers: material, style, maker, condition, record of repair/conservation treatment; photograph of the gravestone/marker, etc.
- 3.) Creation of an interactive, publicly-accessible webpage integrated into the website of the Town of Woodstock using ARCGIS (or other appropriate software compatible with the Town's website and software systems) to integrate the geographical information of the surveyed map with the digital database about each burial and gravestone/marker. The site will also include a map indicating the location of all cemeteries in Woodstock which will be linked to the website as they are created.

The WHPC welcomes submissions of proposals for individual components of the project or for any combination of project components.

THE PROJECT PROPOSAL

The project proposal should include:

- CVs of consultants performing the various components of the project;
- 2-3 examples of similar projects
- detailed budget of cost for various components of the project within prescribed limits.

Project schedule and Milestones

- April 15, 2016 for completed database template for use by Surveying Consultant and Preservation Consultant
- May 1, 2016 for cemetery survey, annotated Hale collection and survey-related database;
- June 1, 2016 for full database with all preservation components, historical essay;
- June 30, 2016 for operational website

- **Questions to be submitted to Woodstock Historical Properties Commission regarding the project and proposal by March 11, 2016; responses will be returned within 3 days;**
- **Final proposals due: March 25, 2016;**
- **Contract awarded: March 29, 2016;**
- **Project Completion Deadline: June 30, 2016**

PROJECT COMPONENTS, SCHEDULE, AND DELIVERABLES

I. Surveyor:

Schedule:

Work will commence as soon as weather permits in the Spring of 2016. The initial task will be development, in consultation with the GIS/Website Development Consultant, of an appropriate database template for entry of survey-related locational information by April 15, 2016.

The deliverables are to be submitted no later than May 1, 2016.

Deliverables:

A. Three (3) hard copies of the map of cemetery showing the relation of the cemetery to the road, the cemetery boundary wall, individual markers/stones, principal trees around the perimeter of the cemetery walls. The map shall be tied to the nearest USGS reference point.

B. Copies of digital files CD containing the finished maps referenced in A above, and the digital database in a format defined by the GIS/website consultant containing GPS-derived coordinates of principal landscape features (roadway, corners and gates of cemetery boundary wall, individual gravestones/markers). Each gravestone/marker shall be given a unique number which ties the stone in the database to its GPS coordinates, the name (or initials) of the person for whom the stone was placed, his/her date of birth, and date of death.

The proposal by the Surveying Consultant should not exceed \$4000.

Payment schedule:

Payment to the Surveying Consultant will be made on the following schedule:

- 100% payment upon completion and delivery of electronic copies on the CD of the surveyed map of the cemetery, and 3 hard copies of the map.

II. Preservation Consultant

Schedule:

The Preservation Consultant may begin work as soon as convenient following the signing of a contract. Work with the Surveying Consultant creating the database containing information on gravestones/markers and GPS information must be completed by May 1, 2016. The historical essay, annotated Hale Collection database, photographs of each gravestone/marker, and the final databases must be completed by June 1, 2016.

Deliverables:

A. An essay on the history of the Bradford-Marcy Cemetery, from its origin to the present.

B. Digital database of W.P.A Charles R. Hale Collection of Cemetery Inscriptions, 1932-1935, for the Bradford-Marcy Cemetery annotated to identify those burials/markers listed in the Hale Collection that are no longer extant. This database will contain information provided in the Hale Collection: Name of decedent, date of birth, date of death, age.

C. Digital database of the existing gravestones/markers with the following information on each gravestone/marker:

1. reference number of gravestone/marker (as assigned during survey by the Surveying Consultant)

2. name of decedent (or other identifying marks) on the gravestone/marker
3. title of decedent (i.e. Mr., Mrs., Dr. Captain, etc.)
4. date of birth
5. date of death
6. age at death
7. gender
8. other information (i.e. widow of _____, son/daughter of _____)
9. material of gravestone/marker
10. shape of marker
11. primary iconography
12. secondary iconography
13. name of carver (if available)
14. condition
15. treatment/conservation history
16. web link(s) to genealogical information on the decedent, including link to information for each gravestone/marker on the Find a Grave website
<http://www.findagrave.com/cgi-bin/fg.cgi?page=cr&CRid=2141631&CScn=Bradford-Marcy&CScntry=4&CSst=8&CSnty=311&>
17. GPS coordinates of each gravestone/marker
18. veteran status

D. Digital files of at least 2 photographs of each gravestone/marker properly identified as to the reference number of each gravestone/marker (photographs of front and rear of the gravestone/marker are required, additional photos as necessary to illustrate repairs, or complex of stones if it is in family plot with multiple stones/markers).

The proposal by the Preservation Consultant should not exceed \$3000.

Payment schedule:

Payment to the Preservation Consultant will be made on the following schedule:

- one-half (1/2) of the contracted sum will be made upon the completion of the annotated Hale Collection database and survey-related database (work with the Surveying Consultant);
- one-half (1/2) upon completion of the historical essay, final database, and photographs of the cemetery and markers/gravestones.

III. GIS/Website Development Consultant

Schedule:

The database template will be completed and ready for use by the Preservation Consultant and Survey Consultant no later than April 15 2016. The completed webpage will be completed and running no later than June 30, 2016.

Deliverables:

The GIS/Website Development Consultant will create the following:

- A. A database template in the appropriate format as defined by the GIS/Website Development Consultant and the Woodstock Historic Properties Commission;
- B. An interactive webpage and/or website tied to the website of the Town of Woodstock that will allow public access to a map and information related to the Bradford-Marcy Cemetery. The website

will allow website visitors to access, through several points of entry, the following information:

- cemetery name
- location of specific gravestone/marker (from map, and from GPS coordinates)
- name on gravestone/marker
- date of birth
- date of death
- gender
- age at death
- type of marker
- material of marker
- style of marker
- carver/manufacturer
- veteran status (if known)
- condition
- repairs/conservation treatments (these last two will not be visible to the public but only to people with the appropriate password)

The website will also contain photographic images of the cemetery and of the individual gravestones/markers.

The proposal by the GIS/Website Development Consultant should not exceed \$3000.

Payment schedule:

Payment to the GIS/Website Development Consultant will be made on the following schedule:

- one-third (1/3) of payment upon completion of the database template
- two-thirds (2/3) of payment upon completion of website development and achievement of operational status

Contact information:

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