

Murphy Stillings, LLC

218 Almeria Road
West Palm Beach, Florida 33405
Phone: 561.758.8002 or 561.346.4755
E-Mail: Janet@Murphystillings.com
Emily@Murphystillings.com

Intent Letter

Murphy Stillings, LLC is a historic preservation consulting firm comprised of Janet Murphy and Emily Stillings. Murphy Stillings, LLC is responding to the Town of Palm Beach Request for Proposal Number 2022-04 for Historic Preservation Consulting Services.

The principal office of Murphy Stillings, LLC is located at 218 Almeria Road, West Palm Beach, Florida, 33405, and the primary phone number is 561-758-8002 (Janet Murphy) with a secondary phone number of 561-346-4755 (Emily Stillings). Murphy Stillings, LLC was established 10 years ago by Janet Murphy and Emily Stillings who together have over 50 years of combined experience in the Historic Preservation field, making them extremely qualified for the Town of Palm Beach's Historic Preservation Consulting Services. Janet and Emily are equal partners in the LLC, but the primary contact assigned to the Town of Palm Beach and responsible for coordination of services will be Janet Murphy.

Janet Murphy and Emily Stillings have read the Town of Palm Beach RFP No. 2022-04, which seeks the assistance of a professional landmarks/historic preservation consultant to provide services on an ongoing basis to the Town of Palm Beach. Murphy Stillings fully understands and can perform at a high level the services outlined in the scope of work as well as the work products required as part of the job as listed in RFP 2022-04. In addition, Murphy Stillings is very knowledgeable of the Landmarks Preservation Ordinance, Landmark Manual, and the recently completed Historic Site Survey. Murphy Stillings will work diligently with the Landmarks Preservation Commission, Town Council, Town staff, property owners and local advocates to protect historic resources in the Town of Palm Beach and support the goals and mission of the Ordinance and Manual.

As noted in the RFP, Murphy Stillings understand that the Historic Preservation Consulting Services position is expected to work approximately 80 hours per month and attend all scheduled meetings. Murphy Stillings will perform all work within the specified time period and be fully prepared for all meetings. Murphy Stillings realizes that some weeks may require more hours to meet the demands of the job and other weeks less with the goal to work 80 hours per month. In addition, Murphy Stillings will make themselves available for meetings that are not part of the scheduled monthly meetings when requested.

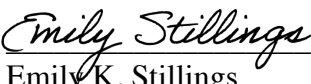
Murphy Stillings, LLC has been the Town of Palm Beach Historic Preservation Consultants since 2012. We believe that our experience providing these services to the Town for the past ten years makes us uniquely qualified to continue in that role. We live locally and therefore can respond quickly to the needs of the Town's residents, staff, Landmarks Preservation Commission and Town Council. Our combined education and experience make us fully capable of performing all the services outlined in the scope of work and work products as well as achieving the goals of the Landmarks Preservation Ordinance. We are skilled at presenting our work verbally, graphically and in writing. We have a passion for researching historic resources and are adept at analyzing architectural proposals. We are experienced at presenting information to Historic Preservation Commissions and Boards, and we will present Landmark Designation Reports and all other reviews and reports in a clear and professional manner. We are well-versed historic preservation consultants and very easy to work with.

This proposal will remain in effect for 120 days and all addendums to RFP 2022-04 have been received.

Submitted By,



Janet G. Murphy



Emily K. Stillings

Date: April 26, 2022



TOWN OF PALM BEACH

Contact Information Form

Purchasing Division
951 Okeechobee Rd.
West Palm Beach, FL 33401
Phone: 561-838-5406
Fax: 561-835-4688
Web: www.townofpalmbeach.com

Please Take a Moment to Provide the following Company Information

Part 1 | Company Information

Company Name:

DBA Name (If Applicable):

Physical Address (No P.O. Boxes):

Mailing Address (If Different than Above):

City:

State:

Zip:

Owner's Name(s):

Part 2 | Contact Information

Main Office Phone:

Office Fax:

Web Site:

Primary Contact:

Alternate Contact:

Primary Contact Phone:

Alternate Phone:

Primary Contact Cell Phone:

Alternate Contact Cell Phone:

Primary Contact Email:

Alternate Email :

Emergency After Hours Contact:

Emergency After Hours Email:

Emergency After Hours Phone:

Part 3 | Purchase Orders

Contact for Issuing Purchase Orders:

Contact Phone:

Contact Email:

Part 4 | Accounts Receivable

Accounts Receivable Contact:

Contact Phone:

Contact Email:



TOWN OF PALM BEACH

MINIMUM QUALIFICATIONS FORM

Contractors (Bidder) shall provide adequate information with its bid to demonstrate that it satisfies the following minimum as set forth below. The Town will consider what types of experience the Bidder has when making a determination of award. All decisions of the Town are final. Contractors, with its bid, must demonstrate successful performance and relevant experience and qualifications with respect to projects comparable in type, size, complexity, and scheduling as provided for in these bid documents.

Company: Murphy Stillings LLC	Solicitation: Historic Preservation Consulting Services
Part I— Contract Information	
Customer Name: Town of Palm Beach	Contact Name: Wayne Bergman
Project Location: Palm Beach, Florida	Contact Title: Director of Planning, Zoning and Building
	Contact Email: wbergman@townofpalmbeach.com
	Contact Phone: 561-838-5431
Contract Identification Number: RFP 2017-18	
Type of Contract: Historic Preservation Consultant	Original Dollar Value:
Contract Start Date: 10/1/2017	Final Dollar Value:
Contract Completion Date: 9/20/2022	Estimated/Actual - Completion Date:
Explanation of Cost Growth/Change Orders (if applicable):	
Part II—Project Description and Relevance	
Relevancy: The above referenced RFP/contract with the Town of Palm Beach is for the same services currently being requested. This RFP was for a 5 year period prior to which Murphy Stillings had been awarded a previous 5 year contract, for a total of 10 years.	
Specific Scope of Work Performed in Similar Areas: For the past 10 years Murphy Stillings has performed all of the services listed in the scope of work along with additional services as requested by the Town. Services include research and writing landmark designation, historically significant building and National Register designation reports, reviewing Certificate of Appropriateness and staff approval applications, administering the Town's Tax Abatement program, attending and presenting at Town Council and Landmark Preservation Commission meetings, serving as the Town's Certified Local Government representative, and working with Town staff, homeowners, representatives and design professionals on historic preservation matters.	

****Please only use one (1) form for each project reference being used****

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Vendors Experience

For the past 10 years, Murphy Stillings, LLC has provided the highest level of service to the Town of Palm Beach as the Town's Historic Preservation Consultants. During which time, Murphy Stillings, LLC has worked closely with the Town's staff and Landmark Preservation Commissioners to help the Town fulfill its Historic Preservation goals and objectives. Murphy Stillings, LLC is solely comprised of Janet Murphy and Emily Stillings. There will be no subcontractors or outside vendors employed to fulfill the scope of work presented in RFP 2022-04. Janet Murphy and Emily Stillings have over 50 years of combined historic preservation experience as detailed in their attached resumes.

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Detailed Technical Proposal

Murphy Stillings, LLC is a Historic Preservation Consulting firm responding to the Town of Palm Beach Request for Proposal Number 2022-04 for a Historic Preservation Consultant. The staff of Murphy Stillings, LLC consists of Janet Murphy and Emily Stillings.

Murphy Stillings, LLC believes we are the best qualified based on our education and Historic Preservation experience. Janet Murphy has a B.A. degree in History from the University of Virginia, a M.A. degree in Urban Planning with a certificate in Historic Preservation from the University of Maryland, and a M.A. degree in Art & Architectural History from Virginia Commonwealth University. Emily Stillings has a B.S. degree in Architecture from the Catholic University of America and a Master of Urban and Regional Planning from Florida Atlantic University. With more than 50 years of combined Historic Preservation experience and ten years as the Historic Preservation Consultants for the Town of Palm Beach, we are very knowledgeable of the Town's history, architectural styles, historic preservation ordinances and historic preservation best practices such as the Secretary of the Interior's Standards for Rehabilitation.

As the Historic Preservation Consultants for the Town of Palm Beach from 2012-2022, we have successfully preformed the services required to fulfill this position. Over the past ten years, Murphy Stillings LLC was responsible for the research, preparation and presentation of over 100 Landmark designation reports and the designation of the Royal Poinciana Way Historic District to the National Register of Historic Places. We also assisted in the establishment of the Town's Historically Significant Building Program and prepared Historically Significant Building Reports for 37 properties since the Town of Palm Beach established the program in 2020. In addition, we review and provide comments on Certificate of Appropriateness and Staff Approval Applications, administer the Landmark Property Tax Abatement program, and advocate for the Town's Historic Preservation program to residents, architects, attorneys, and other interested parties. We have given presentations for the Preservation Foundation of Palm Beach and the Historical Society of Palm Beach County, as well as, attending conferences and meetings offered by the State of Florida's Historic Preservation Office. Murphy Stillings also serves as the Certified Local Government (CLG) representative for the Town of Palm Beach. In this role, the principals attend CLG meetings and conferences, prepare the annual CLG report for the State Historic Preservation Office, correspond with other state CLG representatives regarding various historic preservation practices and review CLG grant possibilities.

If awarded this contract, being the Town's Historic Preservation Consultant will be our primary responsibility. Therefore, we will be available to residents, property owners, Landmark Preservation Commission members, Town Council, and staff when needed and in a timely manner. We are conveniently located just over the bridge in a historic district in West Palm Beach.

We are available to attend Landmark Preservation Commission and Town Council meetings. We will make ourselves available on behalf of the Town to appear at any civil proceedings and testify as needed. We will be available to prepare any additional reports and work as required, and provide our own computer, internet connection, e-mail address and phone for consultant services.