

**LEGAL NOTICE - CITY OF METHUEN  
REQUEST FOR PROPOSALS  
UPDATE TO HISTORIC DISTRICT DESIGN GUIDELINES HANDBOOK**

The City of Methuen, by and through the Methuen Historic District Commission, is seeking proposals from qualified historic preservation consultants to undertake the "Update to Historic District Design Guidelines Handbook". Proposals must be mailed or delivered to the office of the City Clerk, Searles Building, 41 Pleasant Street, Suite 112, Methuen, MA 01844 to be time stamped **on or before 10:00 am, Wednesday, November 7, 2018.**

The City of Methuen reserves the right to reject any and all bids or to waive any informalities in the Proposal process, if deemed in the City's best interest.

The Request for Proposals (RFP), containing scope of work, proposal requirements, and evaluation criteria, will be available upon request after **10:00 am, Monday, October 15, 2018**, at the City of Methuen Department of Economic and Community Development, Searles Building, 41 Pleasant St, Suite 217, Methuen, Massachusetts 01844 or by contacting Patricia Antoon, Assistant Director, Community Development Department, by e-mail or phone at [planton@ci.methuen.ma.us](mailto:planton@ci.methuen.ma.us) or (978) 983-8566. Office hours: Monday - Thursday (8:00 am - 4:30 pm) and Friday (8:00 am - 12:00 pm)

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.cityofmethuen.net/community-development-division>. Questions regarding the RFP must be written and e-mailed to [areich@ci.methuen.ma.us](mailto:areich@ci.methuen.ma.us) and marked in the subject line "RFP Guidelines Update" by Wednesday, October 31, 2018. The City of Methuen is an Equal Opportunity/Affirmative Action employer in its programs and activities.

James P. Jajuga, Mayor  
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