

Request for Proposals for a Historic Resources Survey in Lawrence, Douglas County, Kansas

I. Proposal Information:

Project Overview

The City of Lawrence is soliciting written statements of proposal from individuals and/or firms qualified to complete a historic resources survey and building inventory of the area north of the University of Kansas Stadium from Indiana Street to Michigan Street and from 9th Street to 11th Street in Lawrence, Kansas. The survey area is approximately twelve city blocks and contains approximately 200 structures. The completion of this survey and inventory will aid the Lawrence/Douglas County Metropolitan Planning Department in the identification of historic resources as outlined in the Preservation Plan Element of Horizon 2020. (This document may be found at <http://www.lawrenceks.org/pds/hr-hph2020element>)

This project will be completed according to the guidelines and regulations established by the National Park Service and the Kansas State Historical Society.

Consultants must submit a proposal for the entire area.

All activities and products will be in accordance with the Secretary of the Interior's Standards and guidelines for survey, planning, and National Register nominations, the National Park Service's *Historic Preservation Fund Grants Manual*, and the State of Kansas *2010 Historic Preservation Fund Products Manual*.

Proposals, letters of interest, or questions should be addressed to the Lawrence Historic Resources Administrator at the following address:

Lynne Braddock Zollner, Historic Resources Administrator
Lawrence/Douglas County Planning Office
Lawrence City Hall
P.O. Box 708, 6 E. 6th Street
Lawrence, Kansas 66044-0708

Electronic submittals will be accepted and should be mailed to lzollner@ci.lawrence.ks.us.

Multiple site visits and a minimum of two public meetings will be required.

Any contract awarded will be based on an evaluation of the technical merits of the proposal. Staff may elect to interview highest ranking firms prior to selecting a firm.

The City of Lawrence reserves the right to reject any proposal not complying with the requirements outlined in this Request for Proposals (RFP), or may opt not to do the project at all. Additionally, the City may choose to contract with one or two consultants to complete the project.

Proposals must be received in the Lawrence/Douglas County Planning Office by 3:00 p.m. on March 10, 2010.

The City of Lawrence expects to award the contract by the end March 2010.

II. Minimum Specifications:

Scope of Work

The consultant will provide a completed historic resources form for each standing structure in the defined survey area. The completion of this form will include property ownership, legal description, building description, construction dates, historic documentation, architect/builder, style and form information, material information, and latitude/longitude information. A sketch of the site plan and complete photographic documentation will also be required for each property. Photographic documentation shall be in compliance with the National Park Service photography policy (<http://www.nps.gov/history/nr/policyexpansion.htm>) and will include:

- A streetscape of each block within the survey area;
- All elevations of each structure; and
- Identifying or unique characteristics of the survey area (including landscape features).

All work is to be completed by June 30, 2010.

There will be four (4) products that are required for this project:

1. Approximately 200 survey forms for the principal and secondary structures within the study boundaries.
2. A project report document (5 copies) to include:
 - a. methodology
 - b. survey summary which compiles the information gathered on the survey forms and presents the information related to form type and style divisions. The style and form type divisions will be based on those presented in *A Field Guide to American Houses* by Virginia and Lee McAllaster.
 - c. list of surveyed properties and maps per the *Historic Preservation fund (HPF) 2010 Grant Products Manual* (<http://www.kshs.org/resource/hpfinfo.htm>).
3. Completion of downloaded survey forms into the KSHS survey database (<http://khri.kansasgis.org/>) and a digital copy of the survey to be provided to the City.
4. A public information session to introduce the project to the public and a public information session to present the survey.

All digital format photos, photo log sheets, maps, research materials, and additional photographic and archival materials collected as part of the survey process are to be submitted to the City of Lawrence, Lawrence/Douglas County Metropolitan Planning Office, at the conclusion of the survey and will become the property of the City.

Certification, Specifications and Format of Final Products:

The consultant is required to meet the [Secretary of the Interior's Professional Qualification Standards](#) (48 FR 44716, Sept. 1983). Applicants will be evaluated based upon previous work experience, examples of work, the ability to complete the project during the contract period, and other criteria as may be deemed appropriate by the Historic Resources Administrator.

The consultant, in conjunction with the Historic Resources Administrator, is responsible for providing the four (4) products outlined under the Scope of Work in a final and acceptable format to the City of Lawrence as determined by the Historic Resources Administrator.

All products shall be provided in both hard copy and a computer format that is compatible with Microsoft Word 2007 or other agreed upon format.

Consultant and City Responsibilities:

The City of Lawrence will provide assistance with the design and completion of the area maps that are necessary for the project and the final product. The Historic Resources Administrator will provide assistance with the required public meetings.

The consultant will be responsible for the photography necessary to complete the project, a complete survey form for each property, a summary document, and a project report. The consultant will also be responsible for providing monthly updates on the project to the Historic Resources Administrator.

PROJECT PERFORMANCE CRITERIA

The starting date for this project is no later than April 1, 2010, and the completion date is June 30, 2010. The final project materials shall meet the approval of both the Kansas Historic Preservation Office and the City of Lawrence. Written progress reports shall be submitted on a monthly basis to the Historic Resources Administrator.

The milestones for this project will be as follows:

Milestone #1 Complete Survey Records entered into the KSHS interactive online database

Milestone #2 Draft Summary Document

Milestone #3 Final documents completed

III. Proposal Content

Professional Requirements:

The consultant must meet the National Park Service Professional Qualifications Standards (this document can be found at www.cr.nps.gov/local-law/arch_stnds_9.htm) and must be approved by the Kansas Historic Preservation Office. Minimum qualifications for this project include demonstrated knowledge and experience in History, Architectural History, or Historic Architecture.

The consultant must possess a sound working knowledge of American architectural history and should be familiar with styles and types familiar to eastern Kansas.

The consultant should demonstrate experience in successful submission of Historic Resources Surveys to the State Historic Preservation Office.

Requirements of Submittal Materials:

A written statement of qualifications should address the following items:

1. Qualifications of the consultant or firm to provide the products outlined in the project description;
2. The ability of the consultants to complete the proposed project within the specified timeframe; and
3. A list of projects similar in scope to the proposed project that have been completed in the last three years.

Please include a digital copy (PC format Microsoft compatible) of all submittal materials.

Proposals and letters of interest should be addressed to the Lawrence Historic Resources Administrator at the following address:

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Lawrence/Douglas County Planning Office
Lawrence City Hall
P.O. Box 708, 6 E. 6th Street
Lawrence, Kansas 66044-0708

Electronic submittals will be accepted and should be mailed to lzollner@ci.lawrence.ks.us.

Proposals must be received in the Lawrence/Douglas County Planning Office by 3:00 p.m. on March 10, 2010. If you have further questions about the proposed project contact, Lynne Braddock Zollner at (785) 832-3151, fax (785) 832-3160, email lzollner@ci.lawrence.ks.us.

IV. Evaluation Criteria and Selection Process

Upon receipt of proposals, a review/selection committee will review all proposals and will determine those applicants who will be selected for further negotiations or an interview. Qualified applicants may be contacted for additional information if needed. The committee will recommend an applicant to the City Manager based upon their qualifications. Following the selection of an applicant, a scope of services, project schedule and contractual agreement will be negotiated.

The following criteria will be used in the evaluation of proposals.

1. Complete application and overall presentation.
2. Qualifications of the consultant or firm to provide the products outlined in the project description.
3. The ability of the consultants to complete the proposed project.
4. A list of projects similar in scope to the proposed project that have been completed in the last three years.
5. A digital copy (PC format Microsoft compatible) of all submittal materials.
6. The applicant's ability to meet the National Park Service Professional Qualifications Standards (this document can be found at www.cr.nps.gov/local-law/arch_stnds_9.htm) and the required Kansas Historical Society qualifications as outlined in *Historic Preservation fund (HPF) 2010 Grant Products Manual* (<http://www.kshs.org/resource/hpfinfo.htm>).
7. Understanding of the proposed project.
8. Understanding of the community and its relationship to the proposed project.
9. Quality of previous projects of a similar nature.

10. Ability to meet project completion date.
11. Indication of public meeting requirements.
12. Expectation of City staff aid in the completion of the project.

V. Equal Opportunity Agreement

This project is funded in part with federal funds from the National Park Service, a division of the United States Department of the Interior, and administered by the Kansas State Historical Society (Grant No. 20-09-21822-006). The City of Lawrence is an Equal Opportunity Employer and shall comply with all applicable Federal, State, and local laws, rules and regulations in the awarding of this contract. Upon selection of a contractor, the City of Lawrence will begin contract negotiations based on the project requirements, contractor's qualifications, proposed time line, and additional constraints.

The contractor agrees that the contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry. The contractor shall in all solicitations or advertisements for employees include the phrase, "equal opportunity employer." The contractor agrees that if the contractor fails to comply with the manner in which the contractor reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City. If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City.