

# REQUEST FOR PROPOSALS

## SURVEY REPORT AND GIS DATABASE

The Rapid City Historic Preservation Commission in conjunction with the State Historical Preservation Office, Office of History is soliciting proposals from qualified consultants to re-survey the West Boulevard Historic District, Downtown Historic District and properties listed on the National Register of Historic Places and incorporate the information into Geographic Information System map layers. This project will include verification of the contributing and non-contributing status of the structures identified in the Districts.

### **BACKGROUND**

The Rapid City Historic Preservation Commission has received a Certified Local Government Grant from the South Dakota State Office of History to re-survey the West Boulevard Historic District and the Downtown Historic District in order to provide accurate information that can then be incorporated into Rapid City's Geographic Information System. This information will be made available to the public through the City's website and may be incorporated into the City's *RapidMap* site.

The re-survey will provide accurate information regarding contributing and non-contributing structures within the Districts, District boundary lines, and boundary lines of the environs of the Districts. Information from previous historic surveys will be provided as research material to be verified. From this information, four map layers will be implemented and incorporated into the Rapid City Geographic Information System.

### **PROJECT DESCRIPTION**

The request for proposal will take information on Rapid City's two Historic Districts and the National Register properties from available data and incorporate this information into the Rapid City Geographic Information System. The request for proposal will have two major components. The first part of the proposal is to verify the location of the contributing and non-contributing structures and the boundaries and environs of the West Boulevard Historic District, the Downtown Historic District and the National Register properties through use of previous historic surveys, legal descriptions, records of individual properties, and a field survey of the Districts. Evaluations of new contributing and non-contributing properties by the consultant are not included in the scope of this proposal. The second portion of the proposal will be to incorporate the accurate information obtained from the verification process into the Rapid City Geographic Information System as individual layers as specified in Appendix 1.

#### West Boulevard Historic District

The West Boulevard Historic District is generally located within an area from St. Patrick Street on the south, St. Joseph Street on the north, West Street on the west and 7<sup>th</sup> Street on the east. The area contains approximately 966 buildings within 65 acres. (Map of the District is attached).

#### Downtown Historic District

The Downtown Historic District is generally located within an area from Kansas City Street on the south, Omaha Street on the north, 9<sup>th</sup> Street on the west, and 4<sup>th</sup> Street on the east. The area contains approximately 72 properties. (Map of the District is attached).

#### Individually Listed Properties

There are 21 properties within Rapid City listed on the National Register of Historic places.

## **SCOPE OF SERVICES REQUESTED**

### ***Data Review and Collection***

The consultant shall review documents and maps of former surveys of the Districts, including the written files and legal descriptions. The consultant shall confirm the accuracy of the written files and the maps. The consultant will conduct field investigations to identify the accuracy of the data and maps for the Districts. A progress report providing the survey results shall be presented to the City prior to the incorporation of the data on the City's Geographic Information System.

### ***Geographic Information System***

The consultant will provide data obtained from the data review and collection process that can be incorporated into Rapid City's Geographic Information System as map layers specified in Appendix 1. Hard copies of the West Boulevard Historic District and Downtown Historic District shall be provided to the City. The City will provide the Geographic Information System data to serve as a basis for the project. The consultant is required to use the provided data to produce the specified map layers.

## **SCHEDULE OF PROPOSAL**

*Proposals shall be governed by the following schedule:*

- March 7, 2005 -- Written proposals due at the Rapid City Growth Management Department
- March 9, 2005 -- Selection of qualified consultant
- March 21, 2005 -- City approval of selected consultant and contract signed

## **PERIOD OF PERFORMANCE**

Detailed scheduling of the project will be negotiated during the contract negotiations by the selected consultant and the City.

The date for initiation of the contract as well as the overall contract performance period will be negotiated with the selected consultant based on the tentative time schedule listed below.

Notice to Proceed – March 22, 2005

Re-survey Completed – April 30, 2005

Digitized map for GIS – May 30, 2005

Final payment will not be made to the consultant until the Final Completion of the Proposal is accepted by Rapid City.

## **GENERAL INSTRUCTIONS**

## **CONSULTANT QUALIFICATIONS**

The project requires the consultant to have expertise in interpreting legal descriptions and maps, have expertise in data base information gathering, and have expertise in Geographic Information Systems. The consultant shall utilize software that is compatible with the City's existing ESRI-based Geographic Information System. May payers shall be delivered in a personal geodatabase format.

### INQUIRIES

Questions about the proposal may arise as proposers are preparing their responses. Inquiries are to be made in writing prior to February 25, 2005 and answers thereto will be mailed to all consultants who have received or requested copies of the RFP. Origin of the questions will not be identified. Please direct questions to:

Karen Bulman, Planner I  
Rapid City Planning Department  
300 Sixth Street  
Rapid City, SD 57701  
(605) 394-4120

### SIGNATURE REQUIREMENTS

Proposals must be signed by a duly authorized official of the proposer. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

### PROPOSAL SUBMISSION

The City of Rapid City must receive your proposal no later than 4:00 p.m. MST, March 7, 2005. The background information, experience and descriptive examples of the proposers work must be submitted with information to accompany the proposal at the required time of submittal. A table showing the hours each person will devote to each task and each person's total hours is required. Except for clerical and drafting functions, resumes of these persons should be included in the proposal. The proposal shall indicate a separate cost for the two components of the project, data review and collection, and the application of the data to the City's Geographic Information System. Six (6) copies of each proposal must be submitted to the City of Rapid City. Submissions will be directed to:

Community Planning Division  
Rapid City Growth Management Department  
300 Sixth Street  
Rapid City, SD 57701

### ADDENDA AND SUPPLEMENTS TO RFP

In the event that it becomes necessary to revise any part of this RFP or if additional information is necessary to enable the proposer to make adequate interpretation of the provisions of this Request for Proposal, a supplement to the RFP will be provided to each proposer.

### REJECTION RIGHTS

The City of Rapid City retains the right to reject all proposals and to re-solicit if deemed to be in their best interests. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposer.

## PROPOSALS TO BE IN EFFECT

Each proposal shall state it is valid for a period of not less than forty five (45) days from the date of receipt.

## PROHIBITED INTEREST

No member, officer, employee of the City or State, or member of its governing body or of a local public body having jurisdiction within the City's service area, during his or her tenure or one year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

## INSURANCE

Any and all agreements resulting from this Request for Proposals shall require the successful consultant to provide and maintain professional liability insurance as well as worker's compensation, vehicle, public liability and property damage insurance in amounts set for by the City policy in force at the time of the agreement.

## TAXES

The contract amount submitted by the consultant should take into consideration the fact that all sponsoring entities associated with the proposed project are exempt from all state taxation, including state sales tax.

## SELECTION PROCESS

A study team will review responses to this Request for Proposal that meet the requirements enumerated and are received prior to the designated closing date.

Upon review of qualified consultants, a sub-committee of the Historic Preservation Commission and the GIS Division will designate the most qualified consultant as finalists based on professional qualifications, costs and financial data. The selected finalists may appear for an oral presentation and evaluation by the committee which then will select a consultant. The selected consultant will be notified and contract negotiations will commence. The result of these negotiations will be a firm fixed priced contract with an established period of performance. Upon the completion of negotiations, the City of Rapid City must approve the contract before any work can begin.

## PROJECT APPROACH

The proposer should identify the process utilized on other significant projects of similar scope and magnitude as well as the process envisioned for this project.

## QUALIFICATIONS, COSTS AND FINANCIAL DATA

Those submitting proposals will be evaluated according to the qualifications in terms of experience, the ability to perform and manage the work, the ability to work within a schedule, and within a fixed budget. The firm is asked to submit a description of prior work that is related to the scope of work previously described. Particular emphasis will be placed on the qualifications of all staff involved in the project.

The contract for the scope of work will be based on a fee schedule with a not-to-exceed amount. Project fee and cost estimates are not considered binding evaluation criteria. Each

firm submitting a proposal must provide a time and cost estimate for each phase of the study based on the services enumerated and the assumed project time frame.

#### GENERAL EXPERTISE REQUIRED

The services envisioned within this Request for Proposal includes all of the disciplines necessary for the proper execution of the project desired.

#### MISCELLANEOUS

All previously mentioned information will be made available to the selected consultant and any other maps or documents pertinent to the development of this study.

The City of Rapid City retains the right to amend the contract with the successful proposer to include other possible areas of concern with this project.

#### NON-DISCRIMINATION/AMERICANS WITH DISABILITIES ACT

The successful consultant shall comply with the requirements of Title VI of the Civil Rights Act of 1964. The successful Consultant shall provide services in compliance with the Americans with Disabilities Act of 1990.

#### CONTRACT PROVISIONS AND ASSURANCES

The contract must be in compliance with state and local requirements applicable to such contracts.

#### **SUMMARY**

All plans, calculations, maps, digital files, reports, and related data generated for the survey and digitized map will be included in the final documents submitted to the City of Rapid City. The City will accept an invoice after final acceptance of the deliverable product. The final product must be demonstrated to be compatible and perform on the City's Geographic Information System. The final product will be the property of Rapid City and will be proprietary data.

## Appendix 1

### Data provided

Selected contractor will use the base data provided by the City's GIS. These data will include: digital orthophotographs in .tif format with .tfw world files, tax parcels in a personal geodatabase format, and roads in a personal geodatabase format. ESRI shape files can also be provided for vector data, if necessary. All data provided will be in NAD83/96, State plane feet (South Dakota South Zone). All data will be returned to the City upon completion of the project.

### Data to be created

Feature classes to be created include:

1. Line feature class showing the actual boundaries of the West Boulevard Historic District and the Downtown Historic District.
2. Polygon feature class showing the environs of the West Boulevard Historic District, Downtown Historic District, and the boundaries for individually listed properties. Note that the environs for these areas include a 50 foot buffer, excluding rights-of-way, around the boundaries determined by the re-survey.
3. Polygon feature class with digitized structures for the individually listed properties.
4. Point feature class showing the contributing and non-contributing structures within the two established Historic Districts.

### Feature class schema

Note: those attribute values listed in capital letters will be entered as shown. All attribute values, whether plain text or one of the ones listed below will be entered in capital letters.

#### Historic District boundaries

Type: Line  
Name: HistoricBoundary  
Attributes: BoundaryLine - string, 50 characters  
Possible values: Name of boundary line

#### Historic District environs

Type: Polygon  
Name: HistoricEnvirons  
Attributes: HistoricDistrict - string, 50 characters  
Possible values: District name, Environ name, INDIVIDUAL PROPERTY, INDIVIDUAL ENVIRON

#### Individually listed properties

Type: Polygon  
Name: HistoricProperties  
Attributes: Address - string, 50 characters

#### Contributing and non-contributing properties

Type: Point  
Name: HistoricStructures  
Attributes: StructureType - string, 30 characters  
Possible values: CONTRIBUTING BUILDING, NON-CONTRIBUTING BUILDING, CONTRIBUTING GARAGE/SHED, NON-CONTRIBUTING GARAGE/SHED

### General instructions

Feature classes will be submitted in NAD83/96, State plane feet (South Dakota South Zone).

Selected contractor will not “free hand” sketch the Historic District boundaries where roads and parcel boundaries exist, but will copy or trace existing boundaries.

Selected contractor will use software buffering techniques to produce the environs feature class. Rights-of-way are not included in the environs.

## **Appendix 2**

Current historic district maps

## **Appendix 3**

Example property data sheet