

PROPOSAL

FOR

**HILLCREST RECONNAISSANCE SURVEY,  
COMPREHENSIVE PRESERVATION PLAN UPDATE,  
&  
HISTORIC PRESERVATION COMMISSION TRAINING**

February 2009

**Michelle L. Dennis**  
**M.L. Dennis Consulting**  
513 Meade Street  
Rapid City, SD 57701  
605.342.8286  
[michdenn@msn.com](mailto:michdenn@msn.com)



Signature

2.12.09

Date

## **INTRODUCTION**

Michelle L. Dennis/M.L. Dennis Consulting (hereafter referred to as the "Consultant") is submitting this proposal in response to the City of Rapid City's *Request for Proposals for a Reconnaissance Survey, Comprehensive Preservation Plan, Goals Training*.

All work will be conducted in compliance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, as well as guidelines set forth by the Rapid City Historic Preservation Commission and the South Dakota State Historic Preservation Office.

## **NARRATIVE DESCRIPTION OF PROJECT**

### **PROJECT SCOPE AND SPECIFICATIONS**

This project consists of three major components:

(1) conducting a reconnaissance survey of the properties within and adjacent to the Hillcrest Subdivision in Rapid City and evaluating the surveyed area for historic significance and potential designation as a local and/or national historic district;

(2) updating the 1993 Comprehensive Preservation Plan to manage and protect Rapid City's historic resources and working with the Historic Preservation Commission to identify the goals of the plan; and

(3) providing training for the Historic Preservation Commission which may assist the Commission on completing the goals of the Comprehensive Preservation Plan.

### **PROJECT METHODOLOGY AND FINAL PRODUCTS**

The methodology and products associated with each of the components listed above is described below:

#### **Task 1 Reconnaissance Survey**

The survey will be consistent with the requirements for a Reconnaissance Level survey established by the *Secretary of Interior's Guidelines for a Comprehensive Survey* and the *South Dakota Historic Resource Survey Manual* (revised edition, 2006). There are essentially four steps to this survey process:

### *A. Background and Archival Research*

The consultant will conduct pre-field research to review any existing documentation on resources within the survey area and to gather information that will be the basis for the historic overview of area. This overview will provide a contextual basis for evaluation of the resources following the field work.

### *B. Fieldwork*

For each building or structure within the survey area, the Consultant will:

- complete a South Dakota Historic Sites Survey Reconnaissance Form (with the exception of sections pertaining to "Interior" descriptions)
- draft a site plan to include the footprint of the buildings or structures on the approximate location of the lot
- take digital photos that are consistent with the *South Dakota Historic Resource Survey Manual* (revised edition, 2006)

### *C. Evaluation*

The consultant will evaluate each resource to determine potential historic significance. In addition, the survey area will be evaluated for potential significance as a locally or nationally designated historic district. This evaluation will be based upon the integrity of the resources when evaluated within their historic context. Recommendations regarding the individual and district eligibility will be made.

### *D. Survey Report and Forms*

The consultant will prepare a survey summary, which will include an overview of the project as well as results. Final survey forms for each surveyed resource will be prepared. Three copies of all survey materials will be submitted to the City of Rapid City at the conclusion of the project. Responsibility for the submission of the survey forms to the South Dakota SHPO will be negotiated with the City of Rapid City.

## **Task 2 Comprehensive Preservation Plan**

The 1993 Comprehensive Preservation Plan will be updated in accordance with *The Secretary of the Interior's Standards and Guidelines for Preservation Planning*. To this end, the Consultant has identified the following steps:

### *A. Review of Entire Document*

The Consultant will review the entire document and make recommendations for areas that need to be updated and/or revised. Recommendations will also include areas that need to be added, but were not included in the 1993 document.

### *B. Update of Historic, Architectural, and Geographic Contexts*

The Consultant will review and update, as appropriate, the information located in these sections of the 1993 Plan. This will include a review of all National Register-listed properties within the city, as well as an update of properties surveyed within the city. It will also include the addition of a brief section on Post-World War II history and architecture in Rapid City (this was mentioned in the 1993 Plan, but not expanded upon as this time period was not yet listed on the statewide contexts list). In addition, the geographic boundaries may need to be revised as Rapid City urban growth has expanded beyond the limits identified in the 1993 Plan.

### *C. Update of Plan for Managing and Protecting Historic Resources*

The Consultant will complete a preliminary review of these sections of the 1993 Plan and will draft some recommendations for consideration by the Historic Preservation Commission. The Consultant will work directly with the Commission to examine current preservation issues, "stakeholders," threats and opportunities and to define and prioritize preservation goals and objectives. It is anticipated that the discussion(s) will include issues such as strategies for identifying and protecting significant historic resources, outreach efforts (public relations, public education, publicity and marketing), funding concerns, and regulatory efforts (including the current efforts to develop a local ordinance and the need for developing and implementing design guidelines).

### *D. Illustrations*

The Consultant believes the document would be enhanced by the addition of illustrative materials, such as historic photographs and drawings. These may be included as appropriate.

### *E. Preparation of Final Document*

The Consultant will prepare the final revised Comprehensive Preservation Plan and submit three copies of the document to the City at the end of the project. In addition, the document will be submitted to the City in an electronic format on a CD.

## **Task 3 Historic Preservation Commission Training**

To assist the Historic Preservation Commission in achieving the goals and objectives they define in the Comprehensive Preservation Plan, the Consultant will provide training aimed at making the Commission's efforts successful. The Consultant proposes a two-fold training, to include:

### *A. A Pre-Preservation Plan Update Session*

Although the RFP suggests training aimed at achieving the goals identified in the Comprehensive Preservation Plan, the Consultant would like to propose including a session prior to the Plan revisions. This session's purpose would be to review the Commission's function and role in local preservation, its operation, its membership, and its relation to others (such as Planning Commission, City Council, downtown development groups, museums, etc.). This session would not only provide information for newer Commission members, but would provide a basis for all Commissioners to begin "on the same page" when working through the Comprehensive Preservation Plan revisions with the Consultant.

### *B. Post-Preservation Plan Update Sessions*

This training session (or sessions) would focus on putting the Comprehensive Preservation Plan into action. Specific strategies for implementing the plan and achieving the goals and objectives will be defined and the Consultant will assist the Commission in developing timelines and action steps toward this end. Where needed in order to accomplish specific steps, the Consultant will provide topic-specific training (for example, if the Commission felt that it was necessary to assist property owners in preparing National Register nominations – as a step toward protecting significance historic resources – the Consultant would provide a session on how the Commission could assist these property owners with the nomination process).

NOTE: As a result of this Commission training, copies of all training materials will be provided to the Commission and the City for inclusions in files for future use.

## **PROJECT TIMELINE**

The Consultant is willing to work with the City and the Historic Preservation Commission to meet the timeline proposed in the RFP.

However, the Consultant would like to propose an alternative timeline that may suit the project more appropriately. That timeline would include:

### *Review of Proposals*

Proposals submitted	February 16, 2009
Consultant interviews	February 26, 2009
Notify Selected Consultant	February 27, 2009
Contract Negotiations Complete	March 5, 2009
Legal & Finance Committee Approval	March 11, 2009
City Council Approval	March 16, 2009
Notice to Proceed	March 17, 2009

### *Period of Performance*

Task 1 (Survey)	Begins March 18 and is completed May 6, 2009
Task 2 (Plan Update)	Begins March 18 and is completed April 30, 2009
Task 3 (Training)	Begins March 18 and is completed May 6, 2009

NOTE: This timeline differs only in extending the period of time during which the survey is conducted. The additional time will better meet the requirements of conducting this survey and preparing the documentation associated with it; it would also better accommodate any weather-related delays, which are possible when doing fieldwork in March and April. Because the survey process is not directly tied to Tasks 2 and 3, there is no reason that it can't be happening simultaneously. Likewise, work on updating the plan can overlap with the training sessions.

## **CONSULTANT QUALIFICATIONS**

This proposal is being submitted by Michelle L. Dennis/M.L. Dennis Consulting, a historic preservation consulting firm from Rapid City, South Dakota. Ms. Dennis has owned and operated her consulting business for over sixteen years and has worked extensively in Oregon, South Dakota and North Dakota. Much of this work has been assisting historic preservation commissions and boards in preserving their communities' heritage by identifying and protecting significant historic resources through surveys, local and National Register nominations, preservation planning, and regulatory activities such as ordinance and design guidelines development and implementation.

Ms. Dennis has a Masters degree in Historic Preservation and over sixteen years of experience in preservation consulting. For more than nine years, she worked with the National Register and survey programs at the Oregon State Historic Preservation Office. As an Assistant Professor (Adjunct), she taught the National Register course (for four years) and the Historic Survey Course (for three years) for the University of Oregon's Master's degree program in Historic Preservation.

Specifically related to this project, Ms. Dennis:

- is familiar with the Hillcrest Subdivision and its history; as part of her work in preparing South Dakota's statewide historic context statement and survey for Post-World War II Architecture (2007), she researched Rapid City's building activity following WWII and surveyed 100 properties in Rapid City in association with this project. Although she did not survey the Hillcrest Subdivision, she did conduct background research about the neighborhood and understands the context in which it will need to be evaluated for potential eligibility for local or national listing following the survey portion of this project.

- has conducted several surveys in South Dakota and is familiar with the state's Reconnaissance Survey process and forms.
- has extensive experience in evaluating eligibility for local and National Register listings (for both individual and district resources).
- was the original author of the Rapid City's 1993 Comprehensive Preservation Plan (the project was the result of a summer internship with the City of Rapid City Planning Department); she feels confident that she has the strongest insight to needed revisions/updates/possible additions as she has a solid understanding of the plan's creation and intended use.
- has assisted a number of communities in developing preservation plans [note: in several communities, the preservation plan was part of a larger document known as the Historic Context Statement] (see resume for details).
- has extensive experience as an educator and trainer in the field of historic preservation, including a number of years as an Assistant Professor (Adjunct) in the Master's program at the University of Oregon; she has also been responsible for developing and implementing training programs on various issues for a number of local preservation commissions and boards.

The consultant meets all Professional Qualification Standards under 36 CFR 61.

Further information about the consultant can be found in the attached resume.

## References

The following persons can comment on the quality of the consultant's work. Additional references can be provided as requested.

James Reitz, AICP  
Associate Planner  
City of Forest Grove, OR  
503-992-3200  
[jreitz@ci.forest-grove.or.us](mailto:jreitz@ci.forest-grove.or.us)

Liz Carter  
Historic Preservation Consultant  
Eugene, OR  
541-343-6499  
[lizcarterhp@gmail.com](mailto:lizcarterhp@gmail.com)

Kingston Heath, Chair  
Historic Preservation Program  
Architecture and Allied Arts  
University of Oregon  
Eugene, OR  
[kwheath@uoregon.edu](mailto:kwheath@uoregon.edu)

Peg O'Leary, Coordinator  
Historic Preservation Commission  
Grand Forks, ND  
701-772-8756  
[POLeary@grandforksgov.com](mailto:POLeary@grandforksgov.com)

## PROJECT COST ESTIMATES

The following cost estimates are presented for your consideration. The total number of Consultant hours for each task is listed; the total cost is based on the Consultant's hourly rate of \$50.00. The cost estimates are based on a fee schedule with a not-to-exceed amount. All work would occur according to the timelines proposed in that section of this proposal.

<u>Task/Description</u>	<u>Total # Hours</u>	<u>Rate</u>	<u>Total Cost</u>
<b>Task 1 Survey</b>	80-90 hours	\$50/hr	\$4,000.00 – \$4,500.00
<b>Task 2 Plan Update</b>	70-80 hours	\$50/hr	\$3,500.00 – \$4,000.00
<b>Task 3 Training</b>	20-25 hours	\$50/hr	\$1,000.00 – \$1,250.00
<b>TOTALS</b>	<b>170-195 hours</b>	<b>\$50/hr</b>	<b>\$8,500.00 – \$9,750.00</b>



## MICHELLE L. DENNIS

513 Meade Street  
Rapid City, SD 57701  
605.342.8286 (home) 541.517.3811 (cell)  
[michdenn@msn.com](mailto:michdenn@msn.com)

---

### HIGHLIGHTS OF QUALIFICATIONS

Master's degree in Historic Preservation; Master's degree in Administration.  
Over sixteen years professional experience in historic preservation.  
Over twenty-five years professional experience in administration and program management.  
Excellent organizational, research and writing, communication and public relations skills.

### AREAS OF EXPERIENCE AND TRAINING

National Register Nominations  
Preservation Planning  
Historic Resources Evaluation  
Grant Writing/Fundraising  
Volunteer Management

Historic Context Documents  
Design Guidelines & Review  
Staff Training & Supervision  
Public Relations & Education  
Program Management

Survey and Inventory  
Historical Research  
Heritage Tourism  
Fiscal Management  
Architectural History

### EDUCATION

- M.S. Interdisciplinary Program in Historic Preservation. University of Oregon, Eugene, Oregon (March 1995).  
M.S.S. Interdisciplinary Program in Administration. Utah State University, Logan, Utah (June 1981).  
B.S. Double major – Social Work/Family & Human Development. Utah State University, Logan, Utah (December 1979).

### PROFESSIONAL PRESERVATION EXPERIENCE

CONSULTANT. Responsible for the completion of various projects, which have included extensive research, report writing, resource evaluation and interpretation, public review and planning, public presentation and education. Examples of consulting work include:

- *Historic Resources Surveys.* 4<sup>th</sup> Street Survey, Bismarck, ND (2007); Post-World War II resources in South Dakota (in conjunction with statewide historic context statement, 2006-07); University of Oregon (campus survey), Eugene, OR (2006); Washburne Historic District (update), Springfield, OR (2003); Oregon City, OR (2000); Linn County, OR Pioneer Cemeteries (2000); Turner, OR (1998); Minnehaha County, SD (1995-1997); City of Sisseton, SD (1996-1998); Benton County, OR (1993-1996); Eugene, OR (1992-1993).
- *National Register Nominations.* University of North Dakota Historic District, Grand Forks, ND (2008); Oscar Zero Missile Alert Facility, Cooperstown, ND (2008); Fort Abercrombie, Abercrombie, ND (2008); Willamette Grange, Corvallis, OR (2008); Children's Farm Home School Building, Corvallis, OR (2007); Oregon State University Historic District, Corvallis, OR (2006); Nonpartisan League Home Building Association (MPS Nomination)(2006); Grady House and Lundquist House, both in Bismarck, ND (in association with the Nonpartisan League Home Building Association MPS, 2006); Wilder Apartments, Eugene, OR (2006); Rice Apartments, Eugene, OR (2005); Petersen Apartments, Eugene, OR (2005); Taylor Hollow Concrete Wall Construction (MPS Nomination)(2004); Dr. W.R. Taylor House, Parsons House, and Mertz House, all in Forest Grove, OR (in association with the Taylor MPS, 2004); Abraham & Mary Wigle House, Linn County, OR (2002); Clark Historic District, Forest Grove, OR (2001); Linn County, OR Pioneer Cemeteries (MPS Nomination) (2000-2001); Residential Architecture in Eugene, OR (MPS Nomination) (1999); Avery-Helm Historic District, Corvallis, OR (1999); Federal Relief Construction in South Dakota, 1929-1941 (MPS Nomination) (1998); Spearfish (SD) Post Office (1998); Kohlhagen Building, Roseburg, OR (1996); Feigel House, Rapid City, SD (1993).

M.L. Dennis (page 2)

- *Historic Context Statements.* Post-World War II Architecture in South Dakota (2006-07); City of Albany, Oregon (2004); Linn County, Oregon Pioneer Cemeteries (1999); City of Springfield, Oregon (update)(1999); Federal Relief Construction in South Dakota, 1929-1941 (statewide context) (1997-1998); City of Falls City, Oregon (1997); City of Eugene, Oregon (1993-1995).
- *Preservation Planning.* Pennington County Courthouse, Rapid City, SD (2008); Drain House, Drain, OR (1996-2000).
- *Design Guidelines.* Clark Historic District, Forest Grove, Oregon (2001); Downtown Roseburg, Oregon (1994).
- *Fundraising/Grant Writing.* Drain House Restoration Project, Drain, Oregon (1996-1999).

In addition to my consulting work, I have held the following professional preservation-related positions:

NATIONAL REGISTER SPECIALIST (1996- 2006). Oregon State Historic Preservation Office, Salem, Oregon.

ADJUNCT ASSISTANT PROFESSOR. Historic Preservation Program, University of Oregon, Eugene, Oregon (1993, 1998, 2001-2006).

HISTORIC RESOURCES SPECIALIST. Linn County Planning and Building Department, Albany, Oregon (1998-2002).

HISTORIC RESOURCES SPECIALIST. Benton County Development Department, Corvallis, Oregon (1993-1996).

PROGRAM ASSISTANT. Historic Preservation Commission/City Planning Department, Rapid City, South Dakota (1993).

INTERNSHIPS. City of Eugene, Oregon Planning Department (1992); Rapid City, South Dakota City and County Planning Department (1992).

## **PROFESSIONAL HIGHER EDUCATION ADMINISTRATION EXPERIENCE**

I have **extensive** professional experience in higher education administration in the areas of program management and administration; staff and volunteer supervision, program planning and implementation, policy development and implementation, fiscal management, fundraising and grant writing, and committee participation. The following is a summary of work experience in the field of higher education administration:

GRADUATE TEACHING FELLOW/ADJUNCT INSTRUCTOR. Women's Studies Department, University of Oregon, Eugene, Oregon (1992-1996).

ASSISTANT DEAN OF STUDENTS (1990-1991); DIRECTOR, Women's Center (1988-1991). Montana State University, Bozeman, Montana.

AREA COORDINATOR (1986-1988); RESIDENCE DIRECTOR (1984-1986). University of Massachusetts, Amherst, Massachusetts.

RESIDENCE HALL DIRECTOR. South Dakota State University, Brookings, South Dakota (1981-1984).

## **REFERENCES**

References available upon request.