

**CITY OF RAPID CITY
REQUEST FOR PROPOSALS
RECONNAISSANCE SURVEY, COMPREHENSIVE PRESERVATION PLAN,
GOALS TRAINING**

The Rapid City Historic Preservation Commission in conjunction with the State Historical Preservation Office, Office of History is soliciting proposals from qualified consultants to complete an historic reconnaissance survey of the Hillcrest Area in Rapid City and prepare an update of the Comprehensive Preservation Plan. In addition, the City requests that training be provided for the Historic Preservation Commission specifically on goal setting of the Comprehensive Plan.

BACKGROUND

The Rapid City Historic Preservation Commission has received a Certified Local Government Grant from the South Dakota State Office of History to complete a reconnaissance survey of the Hillcrest Subdivision in Rapid City. In addition, the Commission has been authorized to update the Comprehensive Preservation Plan that was completed in 1993. Additional training is to be provided for the Historic Preservation Commission on the goals indicated in the Comprehensive Preservation Plan to assist the Commission on the completion of those goals in the future.

PROJECT DESCRIPTION

The request for proposal will have three major components: 1) to provide the reconnaissance survey of the properties within and adjacent to the Hillcrest Subdivision in Rapid City; 2) to update the 1993 Comprehensive Preservation Plan to manage and protect historic resources in Rapid City and provide goals and actions to follow the preservation plan; and 3) to provide training for the Historic Preservation Commission to assist the Commission on completing the goals in the Comprehensive Preservation Plan.

SCOPE OF SERVICES REQUESTED

Task 1 Hillcrest Reconnaissance Survey

The Consultant shall provide a reconnaissance survey of the Hillcrest Subdivision and surrounding area to obtain information whether the area has historic significance and whether the area is suitable for an application to be designated a local or Federally Designated Historic District. A map of the Hillcrest area is attached.

The Consultant shall submit three copies of the reconnaissance survey at the end of this task.

Task 2 Update 1993 Comprehensive Preservation Plan

The Consultant shall review the 1993 Comprehensive Preservation Plan and update the document with current data. This document will identify areas that appear to be historic now or in the future and will provide information necessary to manage and protect those areas. The document further identifies the goals needed to proceed with the Preservation Plan. A copy of the 1993 Comprehensive Preservation Plan can be viewed at www.rcgov.org/planning/committeeminutes/hpc/hpccover.htm.

The Consultant shall submit three copies of the Comprehensive Preservation Plan at the end of this task.

Task 3 Training

The Consultant will provide training to the Historic Preservation Commission on the goals identified in the Comprehensive Preservation Plan. This training shall be identified in hours needed to complete this task.

SCHEDULE FOR REVIEW OF PROPOSALS

The following is the anticipated schedule for consultant selection for this project. The City, at its discretion, may change this schedule:

Consultant 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

PERIOD FOR PERFORMANCE.

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

The date for the 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 17, 2009
Task 1 Due	April 13, 2009
Task 2 Due	April 30, 2009
Task 3 Due	May 6, 2009

GENERAL INSTRUCTIONS

1. Inquiries

Questions about this project may arise while preparing responses to this Request For Proposals. Inquiries are to be made in writing prior to February 10, 2009 and answers thereto will be mailed or e-mailed to all firms who have received the Request For Proposals. Please direct questions to:

Karen Bulman
Growth Management Department
300 Sixth Street
Rapid City, SD 57701
(605) 394-4120
(605) 394-6636 (fax)
e-mail: karen.bulman@rcgov.org.

All firms receiving a Request For Proposals shall identify a single contact person for receipt of responses and information from the City. The preferred method of receipt and distribution of information will be by e-mail. Therefore, please provide a contact name, phone number, mailing address and e-mail address to the City contact person listed above.

2. Signature Requirements

Proposals must be signed by a duly authorized official of the Consultant. 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.

3. Proposal Submission

For a Consultant to be considered for this project the City of Rapid City Growth Management Department must receive your proposal no later than 4:00 p.m., February 16, 2009. Any background information, experience and descriptive examples of the Consultant's work must be submitted with the proposal at the required time of submittal. Six copies of each proposal must be submitted to the City of Rapid City. Please direct proposal submittals to:

Karen Bulman
Growth Management Department
300 Sixth Street
Rapid City, SD 57701

4. Addenda and Supplements

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

5. Rejection Rights

The City of Rapid City retains the right to reject all proposals and to re-solicit if deemed to be in its best interests. Selection is also dependent upon the negotiation of a mutually acceptable contract with the highest ranked Consultant. If the City cannot negotiate a mutually acceptable contract with the highest ranked Consultant, the City will negotiate with the next highest ranked Consultant until a mutually acceptable contract is reached.

6. Cost of Proposal Preparation

No reimbursement will be made by the City of Rapid City for costs incurred prior to a formal notice to proceed under a contract.

7. 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.

9. 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.

10. 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.

11. 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.

12. 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 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.

13. 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.

14. 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.

15. Contract Provisions and Assurances

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

16. Miscellaneous

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

SUMMARY

All reports, surveys, plans and related data generated for the survey will be included in the final documents submitted to the City of Rapid City. The City will accept an invoice after final acceptance of all the products. The final survey and Comprehensive Preservation Plan will be the property of Rapid City.