

REQUEST FOR PROPOSALS
WEST BOULEVARD HISTORIC DISTRICT RESURVEY
CITY OF RAPID CITY

Introduction

The Rapid City Historic Preservation Commission (HPC) in conjunction with the State Historical Preservation Office (SHPO) and Office of History is soliciting proposals for a resurvey of the West Boulevard Historic District (District) located in Rapid City, South Dakota (see attached map).

Background

The District currently spans approximately 182 acres and consists of approximately 824 - 850 properties, more or less, to be resurveyed. A resurvey is required due to the deterioration of historic property. Typical threats to the historic integrity of the District include encroachment of commercial development and alterations to historic architectural and landscaping features. The last survey of the District was completed in 1992.

Project Description

The project entails the completion of a reconnaissance level resurvey of the District that will identify, update, and document historic structures. This resurvey does not aim to expand the boundaries but rather to update the status of all properties located within the existing District. It is anticipated that this will be a multi-phased, multi-year project. The City is currently seeking proposals for Phase 1 of the resurvey. Phase 1 includes a proposed work plan and cost estimate for future phases as identified in Phases 2-4.

Scope of Services Requested

The project will have four major phases pertaining to the resurvey process:

Phase 1

Task 1: Conduct Pre-field Research. Follow the requirements for pre-field research and public meetings prior to the start of the resurvey.

Task 2: Confirm historic properties in existing State Historic Preservation database. Create new records as needed.

Task 3: Update geographical reference field and ownership information for each new or existing record.

Task 4: Prepare a report identifying an outline of the following:

1. Survey Plan
2. Cost analysis to complete the survey
3. Recommendations to approach future phases

Phase 2

Perform Reconnaissance Level Survey. For each of the properties in the District, the consultant will complete a "Historic Sites Survey Structure Form," which is to be taken into the field and completed in hard copy and accompanied by digital photos from the same orientation as historic photos on file. An example of this form is attached and available at:

<http://history.sd.gov/Preservation/OtherServices/HistoricSitesSurvey.aspx>.

Phase 3

Submit Inventory Form Data to Online Database. Enter the information from the survey forms, including new records and updates to existing records, into the South Dakota SHPO Database. SHPO will make available the records of the properties to be added/updated through an online user account.

Phase 4

Prepare a Final Survey Report. A final report will include a cover sheet, abstract, table of contents, introductory page, survey report text, and attachments.

There are specific procedures and formats required for completion of tasks 1 – 4 of this project. These procedures are identified in the “South Dakota Historic Resource Manual, 2006” accessible at:

<http://history.sd.gov/Preservation/OtherServices/HistoricSitesSurvey.aspx>

Phase 4 Product Deliverables

Product deliverables will include:

- Two (2) sets of completed forms in hard copy
- A final survey report
- Current photos of the same orientation as historic photos on file. Digital photo submission shall comply with the “South Dakota Historic Resource Manual, 2006” specifications.
- A full updated inventory of each structure in the District
- Any additional maps, sketches, or slides used to complete the project

Product Deliverables Phase One

- Summary of cursory data entry for all tasks associated with Phase 1
- Prepare a report identifying an outline of the following:
 1. Survey Plan
 2. Cost analysis to complete the survey
 3. Recommendations to approach future phases

Project Direction

A kickoff meeting will be scheduled subsequent to the Notice to Proceed with the selected consultant, City staff, and the SHPO staff concerning research and specific instructions. In addition, study Advisory Team meetings shall be scheduled to concur with task completion dates.

Qualifications

Proposals must demonstrate the consultant’s experience in conducting architectural surveys and knowledge of current state and federal guidelines. In compliance with 36 CFR part 61, preference for selection will be given to consultants who fulfill the Department of Interior’s “Historic Preservation Professional Qualification Standards” with regard to the following areas of expertise:

- Architectural History
- Historic Architecture
- Historic Preservation Planning
- Historic Preservation

The Secretary of the Interior's Professional Qualification Standards are available from the National Park Service, U.S. Department of the Interior.

Time Frame

Bids and proposals shall be submitted no later than **Noon on February 18, 2014.**

The proposal shall include a timeline for the work. All products must be completed, submitted, and accepted by **April 30, 2014** with the final invoice delivered by **May 5, 2014.**

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

Consultant Proposals Submitted	Noon, February 18, 2014
Contract Negotiations Complete	February 19, 2014
Notice to Proceed	February 21, 2014

Period for Performance

Detailed scheduling of the project will be negotiated during the contract negotiations (see attached) by the selected consultant and the City of Rapid City. The date for the initiation of the contract as well as overall contract performance period will be negotiated with the selected consultant based on the *tentative* time schedule listed below:

Notice to Proceed	February 21, 2014
Task 1 Due	March 20, 2014
Task 2 Due	April 10, 2014
Task 3 Due	April 21, 2014
Task 4 Due	April 30, 2014
Invoice delivered by	May 5, 2014

General Instructions

Inquiries

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

Sarah Hanzel
 Community Planning and Development Services
 Division of Long Range Planning
 300 Sixth Street
 Rapid City, SD 57701
 (605) 391 - 4120
 (605) 394 - 6636 (fax)
 Email: sarah.hanzel@rcgov.org

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

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.

Proposal Submission

For a consultant to be considered for this project the City of Rapid City Community Planning and Development Services must receive your proposal no later than **Noon on February 18, 2014**. 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 (6) hard copies and one digital PDF version must be submitted to the City of Rapid City. Please direct proposal submittals to:

Sarah Hanzel
Community Planning and Development Services
300 Sixth Street
Rapid City, SD 57701

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 the Request for Proposals, an addendum to the Request for Proposals will be provided to each consultant.

Tentative Payment Schedule

Payment will be made upon invoicing and completion of each task associated with the project and acceptance of the task by the City of Rapid City and the SHPO.

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 dependent upon the negotiation of a mutually acceptable contract with the successful proposer, attached to this Request for Proposals, for reference.

Cost of Proposal Preparation

No reimbursement will be made by the City or State or any other party to this agreement for any costs incurred prior to a formal Notice to Proceed under a contract.

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.

Insurance

Any and all agreements resulting from this Request for Proposals shall require the successful consultant to provide and maintain professional liability insurance in compliance with all applicable State and Federal regulations and contraction provisions required by the Federal funding authority, including 49 CFR Part 31 or subsequent revisions of said federal regulations.

Taxes

The contract amount submitted by the consultant shall take into consideration the fact that the City of Rapid City is exempt from all state taxation, including state sales tax.

Selection Process

A study team will evaluate the proposals. Selection will be made by the Advisory Team in consideration of:

- The proposer's demonstrated understanding of the issues
- The proposer's qualifications based on the National Park Service's Professional Qualification Standards
- The proposer's applicable work experience
- The adequacy of the proposer's staff and facilities

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 task of the study based on the services enumerated and the assumed project time frame.

Non-discrimination/Americans with Disabilities Act

The successful consultant shall comply with the requirements of Title 49 CFR Part 21 and Title VI of the Civil Rights Act of 1964. The successful consultant shall submit upon request quarterly Title VI (civil rights) State of Contractor reports to the South Dakota Department of Transportation. 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 federal, state and local requirements applicable to such contracts.

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 the 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 will be the property of the City of Rapid City.