

**CITY OF RAPID CITY  
REQUEST FOR PROPOSALS  
DESIGN GUIDELINES FOR THE  
WEST BOULEVARD HISTORIC DISTRICT**

The Rapid City Historic Preservation Commission in conjunction with the South Dakota State Historic Preservation Office is soliciting proposals from qualified consultants to prepare Design Guidelines for historic properties in the West Boulevard Historic District and provide training to the Historic Preservation Commission regarding the implementation of the Design Guidelines.

**BACKGROUND**

The Rapid City Historic Preservation Commission has received a Certified Local Government Grant from the South Dakota State Office of History to develop design guidelines for properties in the West Boulevard Historic District in Rapid City. The guidelines are intended to assist property owners developing projects and the Historic Preservation Commission in their review of projects. An extensive public input and consensus building process will be a major component of this project. The consultant will also provide training to the Historic Preservation Commission during the development and implementation of the design guidelines. This project is anticipated to be a multi-year effort. The current grant from the State Office of History is for \$6,000.00 and the grant year ends May 30, 2011. Additional grants will be submitted and are anticipated for the following years. The consultant should propose a scope of work for the first phase of the project that can be completed with the available funds for the current grant year and by May 30, 2011. Each phase of the project will require the submittal of a new proposal for consultant services. The decision to move forward with additional phases is dependent on obtaining additional funding and the discretion of the Rapid City Historic Preservation Commission, the State Office of History and the Rapid City Council.

**PROJECT DESCRIPTION**

The project will have three major components: 1) obtain public input and develop consensus among historic property owners; 2) draft design guidelines for historic properties in the West Boulevard Historic District in Rapid City; and 3) provide training for the Historic Preservation Commission during the development and implementation of the design guidelines. The identified tasks are not sequential and will require on-going effort throughout the project.

**SCOPE OF SERVICES REQUESTED**

**Task 1           Public Input**

The consultant will obtain extensive public input. It is anticipated that the consultant will visit with property owners individually and in group settings; will meet with the City Council members, the West Boulevard Home Owners Association and the Historic Preservation Commission; and will provide other venues for public input. Public support for the development and implementation of the design guidelines and their adoption and implementation will be required throughout the project.

**Task 2           Design Guidelines**

The consultant shall provide draft design guidelines in the West Boulevard Historic District. The design guidelines shall assist the property owners in designing structural improvements for property in the district in compliance with the Secretary of Interior's

Standards. The guidelines will also assist the Historic Preservation Commission in the review of construction projects. The West Boulevard Historic District has a vast array of building styles. The design guidelines shall address the wide variety of building styles and construction time frames. The design guidelines will make use of extensive drawings, diagrams and photographs. The design guidelines shall address contributing properties and non-contributing properties, as well as those properties located in the environs. The Guidelines shall be user friendly.

The consultant shall submit five copies of the design guidelines for the West Boulevard Historic District at the end of this task. In addition, the guidelines documents shall be submitted to the Growth Management Office in pdf form and in word form.

### **Task 3 Training**

The consultant will provide training to the Historic Preservation Commission throughout the development adoption and implementation of the design guidelines. The proposal shall specify the number of hours and hourly rate for Phase I of this project.

### **SCHEDULE FOR REVIEW OF PROPOSALS**

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

Consultant Proposals Submitted	January 24, 2011
Consultant Interviews	February 3, 2011
Notify Selected Consultant	February 4, 2011
Contract Negotiations Complete	February 11, 2011
Legal & Finance Committee Approval	March 2, 2011
City Council Approval	March 7, 2011
Notice to Proceed	March 8, 2011

### **PERIOD FOR PERFORMANCE.**

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 is anticipated to be March 8, 2011. As this will be a multi-year project, the City requests a performance schedule from the consultant for the tasks outlined.

### **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 January 12, 2011 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](mailto: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 the proposal no later than 4:00 p.m., January 24, 2011. 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 January 24, 2011.

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 hourly rate and cost estimate for Phase I 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.

