

REQUEST FOR PROPOSALS

NATIONAL REGISTER OF HISTORIC PLACES NOMINATION – DOWNTOWN MT. PLEASANT, MICHIGAN CITY OF MT. PLEASANT DOWNTOWN DEVELOPMENT DEPARTMENT

The City of Mt. Pleasant is seeking a firm to write a National Register of Historic Places (“NRHP”) nomination for a Mt. Pleasant Downtown Historic District located in Mt. Pleasant, Michigan. A detailed description of the work is described in the Scope of Work, which follows.

Interested companies are requested to submit statements of experience and qualifications to the City of Mt. Pleasant in regard to providing professional services for the development of a National Register of Historic Places district. Development of this district is to commence on April 1, 2013 and expected to be completed by September 1, 2014. A map of the tentative district is included.

REQUIRED QUALIFICATIONS:

The City has identified the following qualifications that it believes are necessary for the successful performance and completion of the services described in Scope of Work. The prospective company must:

- A. Either meet the 36 CFR 61 professional qualifications established by the National Park Service for historian and architectural historian or assign 36 CFR 61 qualified personnel to perform the services and/or supervise other staff. The company shall immediately notify the City of any changes in the Project Manager or the 36 CFR 61 qualified personnel performing the services described in this RFP.
- B. Ensure that all work is in accordance with (a) the National Register Bulletin, *How to Complete the National Register Registration Form*; (b) the SHPO’s *So You Want to List Your Commercial District in the National Register of Historic Places? How to Do It – What Is Required* (Jan. 2012), (c) the *National Register Photo Policy Factsheet*; and (d) the SHPO’s *Mapping Requirements for National Register Nominations*.
- C. Have proven experience in conducting primary source research, researching and writing a historic context narrative, assessing historic resource integrity using the National Register of Historic Places eligibility criteria, writing National Register of Historic Places nominations for commercial districts, and researching and documenting historic architectural resources. See the Scope of Work for more detail.
- D. Have phone, internet, and e-mail access. Internet and e-mail access must be adequate enough to allow the prospective Company to receive, download and upload data, files and attachments from City staff.
- E. Provide insurance including:
 - Workers Compensation Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan.
 - Commercial General Liability Insurance on an “occurrence basis” with limits of liability not less than \$3,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage.

- Professional Liability Insurance for the life of the contract with limits of liability not less than \$5,000,000 per occurrence and/or aggregate combined single limits, and errors and omissions.

SCOPE OF WORK

A. Overview

1. The City of Mt. Pleasant is seeking proposals to prepare a National Register of Historic Places nomination for a Mt. Pleasant Downtown Historic District in Mt. Pleasant, Michigan.

B. Objectives, Tasks & Activities, and Deadlines

1. Prepare the NRHP nomination materials for the Mt. Pleasant Downtown Historic District in accordance with (a) the National Register Bulletin *How to Complete the National Register Registration Form*; (b) the SHPO's *So You Want to List Your Commercial District in the National Register of Historic Places? How to Do It – What Is Required* (Jan. 2012), (c) the *National Register Photo Policy Factsheet*; and (d) the SHPO's *Mapping Requirements for National Register Nominations*.
2. The preliminary Project Area for this district are indicated at the end of this document.

C. Activities/Responsibilities Necessary to Complete Scope of Work. To achieve the objectives, the company shall perform the following activities:

1. **Boundary Recommendation.** Review, in consultation with the City of Mt. Pleasant and SHPO, at an early stage in the project, the above-defined preliminary project area. If deemed appropriate, include any properties outside the defined preliminary project area that should become part of the contiguous district. Recommend to the City specific final boundaries, illustrated with a map, along with a rationale in writing, for the selected boundaries.
2. **Survey and NRHP Nomination.** Prepare a complete inventory of all resources in the district and complete set of NRHP nomination materials. Prepare the nomination's description and significance statements in accordance with the contents and format requirements provided by the SHPO's *So You Want to List Your Commercial District in the National Register of Historic Places? How to Do It – What Is Required*. The description statement shall include an inventory of all resources. The inventory entries shall follow the requirements set forth in the SHPO's *So You Want to List Your Commercial District in the National Register of Historic Places? How to Do It – What Is Required*. Sources of information specific to a particular property, such as newspaper references, shall be listed with the inventory entry.
3. **Public information meetings.** (1) Present to City Boards and Commissions an overview of the reasoning for the NRHP Nomination and the process; and (2) present NRHP nomination to the local community approximately 3-6 weeks prior to the presentation to the State Historic Preservation Review Board ("Review Board").

4. **Presentation to State Historic Preservation Review Board.** Present the NRHP nomination to the Review Board at the end of the project.
5. **Provide quarterly status reports.**
6. **Provide a final Project Completion Report.**

PRODUCTS

Products shall include:

1. One (1) paper printout of the final version of the NRHP nomination form NPSForm 10-900. The NPS Form 10-900 template used shall be the newest version available from the National Park Service. The final version shall be grammatically correct and typo-free.
2. One (1) CD containing the final version of the nomination form in Word 2000 or newer version of Word as agreed upon by the City.
3. One (1) USGS map for the area illustrating, as per the NRHP requirements, the district boundaries and with the appropriate UTM references labeled in pencil.
4. Three (3) paper originals of a district map or series of maps meeting the SHPO's mapping requirements as stated in *Mapping Requirements for National Register Nominations*. The final district maps shall be printed on white archival paper only. Mylar or mylar-like materials are unacceptable. The map(s) should be 8 ½ x 11 inches in size, if possible. Map sheets larger than 11 x 17 inches are unacceptable.
5. One (1) CD-R containing a set of the final district maps in PDF format.
6. Two (2) sets of labeled photographs meeting the specifications set forth in the National Register Photo Policy Factsheet (5 x 7 inch prints are required). Provide at least twenty (20) different views made from color electronic images. Provide two originals of each. The photographs shall be primarily streetscape views and together provide coverage from all parts of the district.
7. Two (2) CD-Rs containing color images to be used for the nomination photographs, as well as the presentation to the Review Board. Image files shall be named according to the National Register Photo Policy Factsheet requirements. Both CD-Rs (CD-R 1 and CD-R 2) shall contain the same color images used in making the nomination's photographic prints; however, images shall be stored using different formats on each CD-R. CD-R 1 shall contain images in .tif format and in all other respects meet the requirements set forth in the National Register Photo Policy Factsheet (to accompany the nomination submission to the NRHP). The digital camera resolution used must be at least two megapixels (1200 x 1600 pixel image) at 300 dpi; six megapixels (2000 x 3000 pixel image) at 300 dpi is preferred (these are the same standards set forth in the NRHP Photo Policy Factsheet). CD-R 2 shall contain the same color images as CD-R 1 but images shall be inserted into a blank PowerPoint presentation (for use at the Review Board meeting). CD-R 2's PowerPoint presentation shall also include an image of each district map as its first image(s).

- 8. Survey Images.** In addition to the CD-Rs 1 and 2 above, provide one (1) CD-R containing color images (stored in .jpeg format) of all buildings and other resources within the final district boundaries. Building images shall include as many views of each building's facades and details as necessary to clearly document the building per the survey instructions in the SHPO's *So You Want to List Your Commercial District in the National Register of Historic Places? How to Do It – What Is Required*. The digital camera resolution used must be at least two megapixels (1200 x 1600 pixel image) at 300 dpi; six megapixels (2000 x 3000 pixel image) at 300 dpi is preferred (these are the same standards set forth in the NRHP *Photo Policy Factsheet* for the .tif images). Image files shall be named according to the following protocol: Street name_Street direction (N, S, E, W)_Address number (use 4 digits, 0001 etc.)_Image number (01 etc.) where there are multiple images for the same property. For example, the final file name for the first of several image files for 100 South Main Street should appear as MainStreet_S_0100_01.
- 9. Property Owner Notification List.** The list shall include all district properties (or parcels), including ones with no buildings on them, by street and house number, with each address followed by the name and mailing address of its owner. The list shall be provided in Microsoft Excel using the following categories: First Name, Last Name, Professional Title, Company or Organization, Address 1, Address 2, City, State, Zip Code. For privately owned properties, list the name of the owner to be notified. For public and institutional properties, or corporate owned properties, include the name and title of the appropriate official to be notified. The list shall be prepared late in the project to ensure that the list of owners is as up-to-date as possible and shall be provided to the City two months prior to the Review Board meeting at which the nomination will be presented.
- 10. Interested Persons.** Provide in Microsoft Excel a list of public officials and other interested persons who should be notified of the nomination. Include the name, title, and mailing address of the mayor and the chairperson of the county board of commissioners, together with the names and mailing addresses of any other interested persons or agencies which should be notified, such as the planning commission, historical society, and chamber of commerce.
- 11. Research Notes.** A copy of all source materials used in preparation of the nomination. Notes made from interviews must clearly identify the interviewer, the persons interviewed (with addresses), and the dates of the interviews. Excerpts from books and newspapers, copies of letters and notes, etc., shall be used to check the accuracy of the nomination text as needed, as well as placed on file at the City for future research and study.
- 12. Quarterly Status Reports.** Provide quarterly status reports using the form provided by the City. Status reports will include:

 - a. Title sheet identifying the project, contract number, and name and address of the Contractor
 - b. Names and titles/responsibilities of the project manager and persons working on the project, including any subcontractors
 - c. A financial report of expenditures to date including any changes to approved budget or approved work schedule
 - d. A written summary of progress outlining the work accomplished during the reporting period. Problems, real and anticipated, or any significant deviation from the agreed-

upon work plan should be brought to the attention of the Downtown Development Director.

13. Public Information Meeting. Hold two (2) public information meetings to acquaint the district property owners, public officials, and general public with the nomination project and its results. The meetings, which should include a PowerPoint presentation, shall summarize the following: the project, the NRHP nomination process, an overview of the district's historic significance as set forth in the nomination, and an explanation of the benefits of the downtown being listed in the NRHP.

14. Project Completion Report. The Company shall provide a brief professional quality report that includes the following:

- a. A title sheet identifying the project, contract number, and name and address of the Company;
- b. The names and titles/responsibilities of the project manager and persons working on the project, including any subcontractors;
- c. The budget for the project; and
- d. A written narrative summary of the project and its outcome including an outline of the methodology used, evaluation of the project results, and a summary of what worked and what should be done differently. Two copies of the final summary report shall be submitted to the City that includes 1) one printed copy and 2) one electronic version of the report in Word 2000.

DEADLINES FOR COMPLETING OBJECTIVES.

All activities must be completed within eighteen (18) months from the date of contract execution.

STANDARDS FOR PERFORMANCE

The Company shall perform the tasks/activities and complete the objectives in accordance with the following standards:

- a. Either meet the 36 CFR 61 professional qualifications established by the National Park Service for historian and architectural historian or assign 36 CFR 61 qualified personnel historian and architectural historian to perform the services and/or supervise other staff.
- b. The company shall immediately notify the City of any changes in the Project Manager or the 36 CFR 61 qualified personnel performing the services described in this RFP.
- c. All work must meet the appropriate standards as set forth in the National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*, the *National Register Photo Policy Factsheet*, the SHPO's *So You Want to List Your Commercial District in the National Register of Historic Places? How to Do It – What Is Required*, and the SHPO's *Mapping Requirements for National Register Nominations*.
- d. The project will require travel to the site.

SELECTION PROCESS

Firms will be ranked on experience, cost, methodology and qualifications; including but not limited to: previous, similar National Register of Historic Places districts, key personnel qualifications, availability, and ability to meet federal and State of Michigan Historic Preservation Office requirements.

IMPORTANT INFORMATION REGARDING QUESTIONS ABOUT THIS RFP!

Any questions relative to the scope of services must be submitted by e-mail to msponseller@mt-pleasant.org. Questions must be received by noon on Friday, February 15, 2013. Answers will be posted as questions are received.

Please visit <http://www.mt-pleasant.org> to receive up-to-date information regarding this RFP including answers to all questions submitted. It is the responsibility of the bidders to check the website for new questions and answers prior to submitting bids. The names of vendors submitting questions will not be disclosed. Personal visits and phone calls will not be allowed.

As stated below, proposals will be due by 1:30 p.m., on Tuesday, February 19, 2013. It is the intent of the city to interview the highest-scored firm by Friday, February 22, 2013 and develop a contract with that firm deemed most qualified by Friday, March 1, 2013, to be approved by the City Commission on Monday, March 11, 2013. These dates are not final and may change depending on the best interests of the City of Mt. Pleasant.

SUBMITTAL INSTRUCTIONS

Qualifications Based Selection – The City of Mt. Pleasant staff will review all Qualification Packages submitted for this project. To be considered as a qualified respondent, three copies of the Proposal Package must be submitted in a sealed envelope and clearly marked RFP: NATIONAL REGISTER OF HISTORIC PLACES DISTRICT – DOWNTOWN MT. PLEASANT, MICHIGAN, and received by the City of Mt. Pleasant at the City Clerk's Office address listed below by 1:30 p.m., Tuesday, February 19, 2013. Proposal packages must be mailed or delivered to the following address:

City Clerk's Office
320 West Broadway Street
Mt. Pleasant, MI 48858-2447
(989) 779-5361

Any packages received after this date and time will be deemed unresponsive. The city reserves the right to accept or reject any and all proposals, to re-solicit proposals, to waive any irregularities, to negotiate pricing and to select the proposal deemed to be in the best interests of the city. Issuance of this RFP does not obligate the City to award a contract nor is the city liable for any costs incurred by the proponent in the preparation and submittal of the proposal.

All proposals must include the following information in the order stated below:

PROPOSAL FORMAT

- 1. COMPANY PROFILE:** Describe the background of your company and why it is qualified to provide the requested services for the City of Mt. Pleasant.
- 2. UNDERSTANDING OF THE PROJECT:** Describe your understanding of the project including a brief overview of your plan on accomplishing the services being requested by the City of Mt. Pleasant.
- 3. PROJECT TEAM:** Describe the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required. (Limit resumes to two pages for each key person listed.)
- 4. EXPERIENCE:** Provide evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP, including successful National Register of Historic Places Nominations. Include names and contact information from past projects for reference purposes.
- 5. COST:** List standard billing rates along with an estimate of the time involved in creating the design and other documents as requested.

FEE NEGOTIATIONS

At the time of awarding the contract to the successful firm, the City of Mt. Pleasant will negotiate a not-to-exceed fee for required services. If the City of Mt. Pleasant and the successful firm cannot agree on a firm cost, the city will solicit a fee from the next highest-scored firm. The city requests to be billed on a monthly basis for any services provided.

MAP OF PROPOSED DISTRICT

