

HISTORIC REVIEW PROGRAM

RECONNAISSANCE SURVEY

Landmarks and non-surveyed building over 50 years old

INTENSIVE LEVEL SURVEY

6-10 properties chosen from Reconnaissance Level Survey that will be locally designated or have local significance.

CONTEXT STATEMENTS

For neighborhoods that have a high proportion of buildings over 50 years old

TABLE OF CONTENTS

1.	GENERAL INFORMATION	2
2.	PROJECT NEED	4
3.	PROJECT METHODOLOGY AND PROCEDURE	4
4.	FINAL PRODUCTS	5
5.	PROJECT AND PERSONNEL	5
6.	PROJECT TIMELINE	6
7.	DOCUMENTS FURNISHED BY CONSULTANT	7
8.	PROPOSAL FORMAT	7
9.	PROPOSAL REVIEW, EVALUATION AND SELECTION	8
10.	CONTRACT REQUIREMENTS	10
12.	ATTACHMENTS	10
	ATTACHMENT 1 - Personal Services Agreement	
	ATTACHMENT 2 - Preservation Standards and Qualifications	

HISTORIC REVIEW PROGRAM

HISTORIC SURVEY

REQUEST FOR PROPOSAL

CONSULTANT SERVICES

SEPTEMBER 2010

SECTION 1 - GENERAL INFORMATION

The City of Oregon City's Historic Review Board is seeking the services of a qualified consultant to:

Phase I

- Conduct a Reconnaissance Level re-survey of the locally designated landmarks (86 buildings)
- Conduct a very light Reconnaissance Level survey of non-surveyed buildings that are over 50 years old. (1500-1625 buildings)
- Create short context statements (2-5 pages) for neighborhoods that have a high proportion (over 50 percent) of buildings over 50 years old. Estimated 2-3 neighborhoods.
- Create a final report that:
 - Highlights the benefits of city wide surveys;
 - Provides recommendations for local designation and/or the creation of new local historic/conservation districts;
 - Identifies areas in the city outside of historic districts that have unique historic characteristics or intact cultural landscapes;
 - Provides suggestions to the city on policies and instruments that can retain these historic buildings and cultural landscape.

Phase II

Create an intensive level survey for 6-10 properties chosen from the reconnaissance level survey which will be locally designated or have local significance.

Inquiries shall be directed to Christina Robertson-Gardiner, the City Project Manager, by phone (503/657-0891) or fax (503/657-3880). Three (3) copies of the proposal must be received at the City of Oregon City, Community Development Department, attn:

City of Oregon City
C/O Christina Robertson-Gardiner,
P.O. Box 3040 Oregon City, Oregon 97045-0304
No later than 5:00 P.M. on September 28, 2010

Proposals received after this date will not be accepted. Faxed copies of bid proposals are not accepted.

The anticipated contract start date is **September 28, 2010** with contract duration of approximately 12 months. The selected consultant shall assume responsibility for all contractual matters and services outlined in their proposal.

All proposals become part of the public file for the project, without obligation to the City of Oregon City. The City reserves the right to reject any and all proposals for good cause, in the public interest, and is not liable for any costs incurred by the Consultant in the preparation or presentation of the proposal.

SECTION 1- PROJECT NEED

The city is in need of updates to the landmark inventories, which were completed in phases from 1983-1996. During the late 1990s and early 2000s many of the Landmarks underwent alterations that affected their historic significance. A comprehensive update will allow the city an opportunity to reassess these structures.

Buildings over 50 years old are scattered in area south of the city that were once in the county or are part of midcentury subdivisions that have now reached historic status. It is estimated that there are approximately 1500 structures over 50 years old in Oregon City that have never been inventoried. A definitive inventory along with the context statements and final report will give city leaders, citizens and the Historic Review Board a better understanding of their cultural resources. Copies of existing inventory forms can be found online at <http://www.orcity.org/planning/inventory-forms>

SECTION 2-PROJECT METHODOLOGY AND PROCEDURE

PHASE ONE

- Upon receipt of notification of funding for the proposed project, the City of Oregon City will work with representatives of the State Historic Preservation Office to secure qualified personnel to oversee and conduct the project. The individual chosen to oversee the project will meet preservation professional standards as outlined in Appendix A of 36 CFR 61. Consultants and contract hiring will follow federal procedures.
- The fieldwork phase of the project will be preceded by a public notice/flyer of the survey, its benefit to the community, and the ultimate goal of recognizing and protecting historic resources. The notice/flyer will be mailed out to all inventoried structures and sent electronically to all interested city groups and outreach organizations. A project page will be placed on the city's website describing the project.
- The major fieldwork phase will consist of documentation of all structures, including completion of the information required on the appropriate SHPO survey forms and per SHPO's Inventory Guidelines. It is to be assumed that a number of Landmarks identified during the previous surveys will have undergone substantial changes in the intervening years; therefore, particular attention will be paid to inconsistencies.
- The consultant will create new reconnaissance level inventory forms for all Landmarks identified during the previous survey (86).
- The consultant will create new reconnaissance level inventory forms for all structures over 50 years old (approx 1500-1625)

- In consultation with city staff, the consultant will create a short context statement for neighborhoods that have a high proportion (over 50 percent) of buildings over 50 years old. Estimated 2-3 neighborhoods.
- The consultant will create a final report that:
 - Highlights the benefits of city wide surveys;
 - Provides recommendations for local designation and/or the creation of a new local historic/conservation district;
 - Identifies areas in the city outside of historic districts that have unique historic characteristics or intact cultural landscapes;
 - Provides suggestions to the city on policies and instruments that can retain these historic buildings and cultural landscapes.
- The chosen consultant will make a final 15 minute presentation to the following groups:
 - City Commission
 - Planning Commission
 - Historic Review Board
 - Citizen Involvement Committee

PHASE TWO

- After consultation with city staff, appointed boards, elected officials, and owners of potential Landmarks, the consultant will create an intensive level survey for 6-10 properties chosen from the reconnaissance level survey which will be locally designated or have local significance. This phase will be contracted and noticed separately from phase one.

PROJECT FINAL PRODUCTS

PHASE ONE

- Conduct a Reconnaissance level re-survey of the locally designated landmarks (86 buildings)
- Conduct a Reconnaissance level survey of non-surveyed buildings that are over 50 years old. (1500-1625 buildings)
- Create short context statements for neighborhoods that have a high proportion (over 50 percent) of buildings over 50 years old. Estimated 2-3 neighborhoods.
- Create a final report that:
 - Highlights the benefits of city wide surveys;
 - Provides recommendations for local designation and/or the creation of a new local historic/conservation district;
 - Identifies areas in the city outside of historic districts that have unique historic characteristics or intact cultural landscapes;
 - Provides suggestions to the city on policies and instruments that can retain these historic buildings and cultural landscape.

PHASE TWO

- Create an intensive level survey for 6-10 properties chosen from the reconnaissance level survey which will be locally designated or have local significance.

SECTION 4- PROJECT PERSONNEL

Christina Robertson-Gardiner, Associate Planner for the City of Oregon City, will serve in the capacity of city staff personnel associated with project administration.

Consultants for project director and field researcher positions will be chosen in consultation with SHPO, and according to stipulated guideline

SECTION 5- PROJECT TIMELINE

Phase One

October 2010	Project start date. Project activities will commence with naming of a Project Director and the selection of field researchers in consultation with SHPO.
November 2010	Project director and field researchers complete review of previous surveys and materials to formulate strategies for re-survey activities and nomination update.
January 2010	Public Notice/flyer mailed to all structures to be inventoried and sent electronically to interested citizen groups. Project page put on city website. City sponsored open house held during the Historic Review Board meeting to answer questions with consultant in attendance.
February, 2010	Major fieldwork phase of Reconnaissance level surveys: Landmarks (86 properties) and structures that are 50 years and older (1500-1625)
March 2010	In consultation with city staff and the Historic Review Board, the consultant will create a short context statement for neighborhoods that have a high proportion (over 50 percent) of buildings over 50 years old. Estimated 2-3 neighborhoods.
April 2011	Final deliverable due to city.

April-May 2011 The consultant will make a final 15 minute presentation to the following groups:

- City Commission
- Planning Commission
- Historic Review Board
- Citizen Involvement Committee

Phase Two

This phase will be contracted and noticed separately from phase one.

May-June 2011 After consultation with city staff, appointed boards, elected officials and owners of potential Landmarks, the consultant will create an intensive level survey for 6-10 properties chosen from the reconnaissance level survey which will be locally designated or have local significance.

July 2011 City staff will present the Intensive level surveys to the Historic Review Board/ owners and will work with the owners that want to pursue local designation to designate their structures in the fall of 2011

August 31, 2010 All work must be completed by August 31, 2010.

SECTION 6- DOCUMENTS FURNISHED BY THE CONSULTANT

All documents shall become, and remain, the property of the City. The Consultant shall furnish one hard copy and one electronic copy of the following documents to the City:

- A. Reconnaissance Level Inventory per SHPO Inventory Guidelines
- B. Context Statements of selected neighborhoods
- C. Final report
- D. Public outreach literature
- E. Itemized costs estimates as appropriate
- F. Presentation materials such as PowerPoint

6.1 INSURANCE REQUIREMENTS

The Consultant must show proof of insurance (workers compensation, automobile) as required by the City’s Personal Services Agreement (see Attachment 1).

SECTION 7- PROPOSAL FORMAT

The City requests that the Consultant respond to specific criteria that will facilitate proposal evaluation. The specific criteria are presented below. Page limitations are presented in Section 9.2. The criteria need not be presented on separate pages.

7.1 Introductory Letter

The letter shall name the person(s) authorized to represent the Consultant in any negotiations and name of the person(s) authorized to sign any contract, which may result. The letter shall indicate insurance carried by the Consultant. The proposal letter shall be signed by an authorized representative of the Consultant.

7.2 Consultant's Capabilities

This criterion relates to the firm's capabilities and resources in relation to this project.

- Are resources available to perform the work for the duration of the project?
- What similar projects by type and location have been performed within the last three years?
- Has the firm done similar projects with other government agencies?
- Internal procedures and/or policies associated or related to work quality and cost control.

7.3 Project Team

This criterion relates to the project principal, the project manager, key staff and sub-consultants. The basic question is how well does the team's qualifications and experience relate to this specific project?

Please Include Information On:

- Project principal experience on similar projects.
- Extent of principal involvement.
- Names of team members who will be performing the work on this project and their responsibilities.
- Identity of project manager and his/her experience on similar projects.
- Experience of key staff.
- Unique qualifications.
- Project team experience on similar projects.
- Qualifications and relevant sub-consultant experience.
- How the team's expertise covers all phases of the project.

7.4 Project Understanding

This criterion relates to whether the Consultant has a clear understanding of the project.

7.5 Project Approach

This criterion is the heart of the response and deals with the Consultant's ability to clearly define the action to be taken to deal with the objectives and problems outlined in the scope of work. It should include the proposed design outline and schedule that indicate tasks, milestones, and staff assignments.

The Consultant shall include an estimated fee for services to be used by the City for budgetary purposes. The fee estimate will not be used as an evaluation criterion.

7.6 Support Information

Support information must be limited to that which is pertinent to the proposal. Material must include references and may include graphs, charts, photos, resumes, certificates, etc.

SECTION 8 - PROPOSAL REVIEW, EVALUATION, AND SELECTION

8.1 Review

The City of Oregon City will award a contract to the consultant whose proposal would be most advantageous to the City. City Staff will evaluate proposals and decide on those people to be interviewed. A selected committee will evaluate applicants, rank the proposals, and make recommendations to the City within two weeks of the submittal date. The City has the right to require any clarification or change it needs to understand the Consultant's approach to the project and view of the work scope.

8.2 Evaluation and Selection

Each proposal will be limited in length and judged as a demonstration of the Consultant's capabilities and understanding of the project. Evaluation criteria, maximum points and page limitations (one page is considered to measure 8 1/2" x 11") will be as follows:

Proposal Format and Evaluation Criteria Page Limitations and Maximum Points

Contents	Max. # Pages	Max. Points
Introductory Letter	1	5
Firm's Capabilities	1	15
Project Team	4	20
Project Understanding	2	15
Project Approach	3	30
Budget Breakdown	1	5
Support Information	4	10
TOTAL	16	100

SECTION 9 - CONTRACT REQUIREMENTS

The successful Consultant shall enter into a Personal Services Agreement with the City (example attached). Payment for contract services will be made monthly, upon receipt of the Consultant's billing statement, for work done to date. The invoice shall include a summary of progress through the billing date and shall not be submitted more often than once per month. All billings will be processed through the City project manager.

Protests concerning the selection process must be delivered, in writing to the City of Oregon City Project Manager, within or not later than 14 days after notification to the City of Oregon City Project Manager. The protest must state the grounds upon which it is based. The City of Oregon City will review the protest and present a decision to all involved parties within 45 calendar days.

Estimated Costs: The City has budgeted \$25,325 for consultant services.

Phase One: \$17,325

Phase Two: \$8,000

ATTACHMENTS:

- 1 - Personal Services Agreement
- 2 - Preservation Standards and Qualifications