

**CITY OF MCMINNVILLE  
PLANNING DEPARTMENT  
REQUEST FOR PROPOSALS (RFP)**

**PROFESSIONAL CONSULTANT SERVICES FOR  
HISTORIC RESOURCES INVENTORY**

**Project Description and Survey History**

The City of McMinnville, a Certified Local Government, is accepting proposals from interested consultants for the purpose of completing a historic resources inventory for an area within the northwest and northeast quadrants of McMinnville encompassing approximately 230 acres.

In 1980, Phase I of a historic inventory survey was completed on a section of McMinnville surrounding the downtown core. Phase II of this survey was completed in 1984 and encompassed all properties within the Urban Growth Boundary that were at least 50 (fifty) years old (including those properties that had reached the 50 (fifty) year-old mark since the 1980 survey).

The purpose of this 2010 survey is to update and complement the 1980/1984 survey by inventorying properties within a portion of that original survey area which were constructed between 1930 and 1965, thus resulting in an updated historic resource survey for this section of McMinnville. It is estimated that there are some 390 properties would be surveyed through this process. Additionally, it is expected that this survey shall be accompanied by a draft Multiple Property Documentation form for the study area.

It is imperative that these services are consistent and compatible with the standards and regulations of the State Historic Preservation Office (SHPO). This project is supported in part with grant funding from the SHPO and National Park Service (NPS).

Up to \$9,000 is available for consultant services.

**Survey Area**

The proposed survey area is located generally west of Galloway Street and east of Thomsen Lane. It is bordered by 7<sup>th</sup> Street to the south and 17<sup>th</sup> Street to the north (**See Exhibit 1**).

**Scope of Work**

The completed survey and historical context statement is due no later than **January 21, 2011** and must be provided in both paper and digital form. Deliverables shall include the following:

1. The preparation of a complete project database using an extraction of SHPO's Oregon Historic Sites Database. This Reconnaissance Level Survey (RLS) shall include the 390 un-surveyed properties within the study area, constructed between 1930 and 1965. Planning staff shall provide maps and addresses for the properties constructed between 1930 and 1965. RLS work must meet the standards and guidelines established by the SHPO, as outlined in the latest "Guidelines for Conducting Historic Resource Surveys in Oregon" including any supplements issued by SHPO. Survey work must also be conducted in accordance with the

Secretary of the Interior's Standards and Guidelines for Historic Preservation and Archaeology (Federal Register, Vol. 48, No. 190, Sept. 29, 1983). The contractor performing and/or overseeing the RLS must meet the Secretary of the Interior's Professional Qualification Standards ([http://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](http://www.nps.gov/history/local-law/arch_stnds_9.htm)).

2. Each of the properties surveyed as part of this process will be catalogued by the consultant using the City of McMinnville's Historic Resource Survey classification system as to its historic significance (Four categories: "significant," "distinctive," "contributory," and "environmental").
3. A draft Multiple Property Documentation (MPD) form for the study area which shall identify specific property types based on period of construction or similarities in physical characteristics. The construction period for properties within the study area (and subject to the historical context statement) spans the late 19th century up to 1965.
4. A final survey report following SHPO's survey guidelines to supplement the survey products and guide future preservation and planning work in McMinnville. Part of the City of McMinnville's long term goals for historic preservation includes establishing a second national historic district. It is expected that as part of this project, the consultant will specifically recommend individual properties and/or districts within the study area that may qualify for such designation."

Staff and the Historic Landmark Committee (HLC) will work with the consultant throughout the writing and editing process of the historic context statement. Additionally, staff can provide assistance with mapping, administrative support, and the coordination of volunteer efforts.

### **Proposal Inquiries and Submittal**

To be considered for this project, three (3) sealed copies of the proposal must be mailed or hand delivered to the address below no later than **5:00 P.M. on Friday, September 3, 2010**. Proposals submitted after that date and time will not be accepted, nor will faxed or e-mailed submissions.

**Jennifer Lynagh (Historic Resources)**  
**City of McMinnville Planning Department**  
**Community Development Center**  
**231 NE 5th Street**  
**McMinnville, OR 97128**

The Consultant proposal will be single-sided, 8.5 inches x 11 inches format, and limited to 25 pages. The proposal will include the information listed below:

- Introductory cover letter.
- A narrative demonstrating that the consultant understands the project.
- A narrative or other statement relating to the consultant's background and qualifications for the project, including the names and qualifications of staff that would be assigned to this project and their roles and responsibilities.
- A cost estimate showing a description and budget for each task.
- A general timeline for the project.
- A sample of previous nomination work.
- A minimum of three (3) references from similar work clients.

Following the closing date, the Historic Landmark Committee shall meet to review the submitted proposal and select a consultant. Each proposal shall be evaluated based on the following:

- The completeness of the submitted proposal;
- The consultants understanding of the project, and required tasks;
- The consultant's past experience with similar projects and/or experience of project staff;
- Timeline necessary to complete the project;
- References; and
- Budget.

Cost alone shall not determine the City's decision.

All proposals shall become part of the public file for the project. Consultants responding to this proposal do so solely at their expense, and the City of McMinnville is not responsible for any expenses associated with the preparation of the proposal.

Inquiries should be directed to Jennifer Lynagh, Associate Planner, by phone (503) 434-7311 or e-mail: [Jennifer.lynagh@ci.mcminnville.or.us](mailto:Jennifer.lynagh@ci.mcminnville.or.us), or by coming to her office at the Community Development Center, 231 NE 5<sup>th</sup> Street, McMinnville, Oregon, during regular business hours.

### **Contract Requirements**

The successful Consultant shall enter into a Personal Services Agreement with the City. Before commencing work, the selected consultant shall provide to the City evidence of insurance. The payment schedule for contract services will be agreed upon prior to the commencement of any survey work and upon receipt of the Consultant's billing statement and evidence that all worked required of the contract has been satisfactorily completed.

### **Proposal Protest and Request for Change Procedures**

Protests concerning either a request for change in the proposal or the consultant selection process shall follow the procedures set forth in the Oregon Administrative Rules (OAR), Division 48 (137-048-0240, **Protest Procedures**).