

Memo

To: Historic Preservation Committee

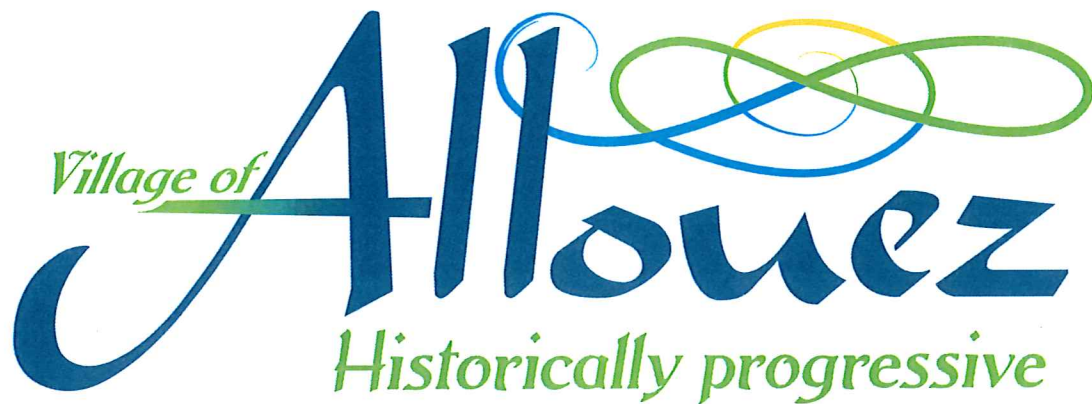
Fr: Trevor Fuller, Planning and Zoning Administrator

Re: DISCUSSION OF SELECTION PROCESS FOR CONSULTANT FOR NATIONAL REGISTER
NOMINATION PROJECT

Date: March 25, 2016

The village recently received funds from the Wisconsin Historical Society Certified Local Government (CLG) Grant. The funds are to be used to hire a consultant to nominate the Miramar Drive Residential Historic District, the Roger Minahan House, and the Herman A. & Lillian Greiling House to the National Register. A stipulation of receiving the funds is to send out a RFP (request for proposal) to qualified consultants for the project and select a consultant based on the received proposals.

Attached is a draft of the RFP with a proposed selection process included in the document. The committee is asked to discuss the selection process and how to proceed (e.g. subcommittee, Historic Preservation Committee, ad hoc committee, etc.).



Request for Proposal:

Allouez National Register of Historic Places Nominations

Miramar Drive Residential Historic District

Roger Minahan House, 3430 Langlade Road

Herman A. & Lillian Greiling House, 2568 S. Webster Avenue

Allouez Village Hall
1900 Libal Street
Allouez, Wisconsin 54301

April 2016

I. INTRODUCTION

A. Project Summary

The Village of Allouez is requesting proposals for completion of National Register nominations for one residential historic district and two separate individual properties – the Miramar Drive Residential Historic District, the Roger Minahan House, and the Herman A. & Lillian Greiling House. These homes were identified in the Architectural and Historical Intensive Survey completed in 2013.

Note that the consultant selected for one nomination project is not guaranteed the awarding of the other two phases, but the village may give special consideration to prevent duplication of efforts or based on firm qualifications.

Funding for consulting services is based on a Wisconsin Historical Society Certified Local Government Grant.

The Village seeks to complete the projects by **Friday, July 14, 2017**.

The consultant selected to do this work will contract with, and be responsible to, the Village Administrator, the Village Board, and the Historic Preservation Committee for the completion of work described in the RFP.

B. Project Contact

Questions for clarification concerning the RFP should be directed to:

Trevor Fuller, Planning and Zoning Administrator
Village of Allouez
1900 Libal Street
Allouez, WI 54301
Phone: 920-448-2800, ext. 134
E-mail: trevor@villageofallouez.com

C. Directions for Submittal of Proposal

Consultants shall submit ten (10) complete copies of the proposal and ten (10) copies of the estimated project budget for performing the required services. The project budget shall be provided in a separate sealed envelope labeled “Fee Structure – Do Not Open”. An electronic copy of the proposal and project budget shall also be emailed or included with the proposal.

These materials must be received at the Allouez Village Hall by **4:00 p.m. on Friday, May 13, 2014**, at the following address:

*Trevor Fuller, Planning and Zoning Administrator
1900 Libal Street
Allouez, WI 54301*

Packages containing the proposal and any related materials shall be plainly marked on the outside in the following manner:

“Allouez National Register of Historic Places Nominations”

Envelopes or packages containing proposals and related materials received after the date and time stated above will be returned unopened.

D. Pre-Proposal Meeting

There are no pre-proposal meetings pertaining to the RFP specifically scheduled at this time. Consultants intending to submit formal proposals and who may wish to discuss the proposed project should email their questions to Trevor Fuller, Planning and Zoning Administrator. Written responses to the questions will be provided to all consultants prior to the deadline for submittal of proposals. Note that the deadline for submission of questions requesting a response are due one week prior to the bid due date.

II. PROJECT DESCRIPTION

The Village of Allouez is requesting proposals for completion of National Register nominations for one residential historic district and two separate individual properties – the Miramar Drive Residential Historic District, the Roger Minahan House, and the Herman A. & Lillian Greiling House. These homes were identified in the Architectural and Historical Intensive Survey completed in 2013.

All procedures and products shall comply with the Secretary of the Interior’s “Standards” and the attached work plan.

Miramar Drive Residential Historic District

The Miramar Drive Residential Historic District is located at the heart of the village, on an east-west residential street that connects to the two main thoroughfares in the village. A well-defined cluster of 26 single-family residences were built over three decades, beginning in 1924, and were identified in the intensive survey report as representing the prevailing architectural styles of their time – Colonial Revival and Tudor Revival being most prominent.

Roger Minahan House

The Roger Minahan House is located at 3430 Langlade Road and is identified in the intensive survey report as being individually eligible to the National Register. The house is located outside of the aforementioned residential historic district and was built in 1938 as an example of the Georgian Revival.

Herman A. & Lillian Greiling House

The Herman A. & Lillian Greiling House is located at 2568 S. Webster Avenue and is identified in the intensive survey report as being individually eligible to the National Register. The house is located outside of the aforementioned residential historic district and was built along a main village thoroughfare in 1920 as an example of the Mediterranean Revival.

III. SCOPE OF SERVICES FOR CORRIDOR STUDY

The scope of work outlined below is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. Consultant proposals may suggest a modified scope as part of their proposal.

I. Miramar Drive Residential Historic District Nomination

1. Conduct one public education meeting with neighborhood property owners to introduce the project and the consultant staff to the community.
2. Establish and document appropriate property boundaries.
3. Conduct research and data gathering regarding the historic significance, integrity, and context of the district, including investigating neighboring properties adjacent to district boundaries identified in the 2013 Allouez Architectural and Historical Intensive Survey Report and confirming or modifying said boundaries according to consultant recommendation of findings.
4. Prepare the nomination according to the federal guidelines.
5. Make necessary corrections to the materials submitted at the request of the Wisconsin Historical Society, the State Historic Preservation Review Board, or the National Parks Service.
6. Conduct a wrap-up meeting with neighborhood property owners.
7. Represent the Village of Allouez and present the final nomination report at the quarterly State Historic Preservation Review Board meeting.

II. Roger Minahan House Nomination

1. Meet with property owners to introduce the project and the consultant staff (can be in conjunction with Miramar Residential Historic District public meeting if applicable).
2. Establish and document appropriate property boundaries.
3. Conduct research and data gathering regarding the historic significance, integrity, and context of the property.
4. Prepare the nomination according to the federal guidelines.
5. Make necessary corrections to the materials submitted at the request of the Wisconsin Historical Society, the State Historic Preservation Review Board, or the National Parks Service.

6. Conduct a wrap-up meeting with property owners (can be in conjunction with Miramar Residential Historic District public meeting if applicable).
7. Represent the Village of Allouez and present the final nomination report at the quarterly State Historic Preservation Review Board meeting.

III. Herman A. & Lillian Greiling House Nomination

1. Meet with property owners to introduce the project and the consultant staff (can be in conjunction with Miramar Residential Historic District public meeting if applicable).
2. Establish and document appropriate property boundaries.
3. Conduct research and data gathering regarding the historic significance, integrity, and context of the property.
4. Prepare the nomination according to the federal guidelines.
5. Make necessary corrections to the materials submitted at the request of the Wisconsin Historical Society, the State Historic Preservation Review Board, or the National Parks Service.
6. Conduct a wrap-up meeting with property owners (can be in conjunction with Miramar Residential Historic District public meeting if applicable).
7. Represent the Village of Allouez and present the final nomination report at the quarterly State Historic Preservation Review Board meeting.

IV. DELIVERABLES

The selected consultant should expect to, but is not limited to, provide the following deliverables at the completion of the project:

1. Presentations given to property owners at required meetings.
2. All pictures requested by the village of the documented properties.
3. All documentation submitted as part of the final nomination.

V. PROPOSAL REQUIREMENTS

A. Executive Summary

The executive summary will be submitted to Village Committees and the Village Board. The consultant should address their approach to the project in terms that would be understood by the general public. Fees must not be included in this letter or in any portion of the submittal except the sealed envelope. This summary will be limited to three pages.

B. Introductory Letter

This letter shall stipulate the following:

1. All terms and conditions outlined in the Request for Proposals are acceptable to the Consultant, or if not, clearly define those elements and reasons for the objection.

2. Person(s) authorized to represent the consultant during the evaluation process, any negotiations, and signing of agreement that may result.
3. Any additional items the consultant believes should be added to the project.

C. Description of Firm.

Description of Firm applies to the firm and any sub consultants. All sub consultants and their respective roles, qualifications, and experience must be clearly identified. This section will provide a basis for judging how well the firm's qualifications and experience relate to this specific project. Firm profiles may be included. Elements that will be evaluated are:

1. Background & Stability of the firm. (Length of time in business, ownership, affiliations, etc.)
2. Relevant examples of projects the firm has done. (Including references)
3. Background of any sub consulting firm(s) used on this project, and an explanation of prior relationships with the consultant.
4. Relevant projects the sub consulting firm(s) has done. (Provide references)

D. Project Team and Experience with Similar Projects

This criterion relates to the project principals, project manager, key staff, and sub consultant staff. This section will provide a basis for judging how well the project team's qualifications, experience with similar projects, and time allocation relate to this specific project. Individual resumes must be included. Amount of involvement for each project team member must be identified in this section. Elements that will be evaluated are:

1. Number of people and their amount of time assigned to this project to be provided.
2. Extent of principal and project manager involvement. Meeting with the Project Team as often as necessary to meet objectives and additional meetings, as consultant believes necessary to enhance this project.
3. Key project team members on similar projects and unique qualifications that make them a valuable resource on this specific project, including experience with other design teams and consulting firms.
4. Key project team member roles during this project.
5. Evidence that the project team covers all phases of this project.
6. Project Manager's technical and managerial experience with projects of similar scope and nature.
7. Present any and all after-project services provided.

E. Project Understanding

A discussion of the approach the firm will use to complete the project. There needs to be a clear and concise understanding of the project, the work to be completed, and the coordination required based on existing information. Elements that will be evaluated are:

1. Demonstrated understanding of the project.
2. Clear and concise explanation of specific tasks needed to accomplish the project.

3. List of project tasks in sequential order.
4. Define issues to be resolved in the course of the project.
5. Proposed schedule of design and progress meetings with the Project Team.
6. Are there elements to this project not identified in this proposal that the Village may wish to consider?

F. Project Schedule.

This relates to the consultant's time requirements to complete those tasks identified. Elements that will be evaluated include:

1. Time required to complete tasks (duration).
2. Inter-relations between tasks (dependencies).
3. Key events during the project (milestones).
4. Critical input points from the Village.

G. Additional Information

The consultant may submit any information they believe relevant that does not fit within the body of the proposal. This may include brochures, company information, supplemental resumes, additional project descriptions, and any other information the consultant believes is useful. This additional submittal will be used by the Project Team as they see fit and may not have a significant bearing on the selection process.

VI. FEE INFORMATION

Proposed consultant fees for this project must be submitted in a spreadsheet format in a sealed envelope marked **"Fee Structure – Do Not Open."** The fee structure relates to the total estimated fee for this project as described by the consultant in Section IV – Project Understanding. Proposed resources for each task must be identified, including hours and wage rates for consultants and sub consultants. Work that the consultant would not provide, and must be provided separately by the Village, must also be identified. Elements that will be evaluated include:

1. Availability of resources from the consultant and sub consultant(s) for the project.
2. Estimated hours and fees to complete individual work elements.
3. Estimated total fee for the project, based on hourly rates and travelling expenses including a not-to-exceed cap.
4. List of tasks not performed by consultant or sub consultant(s) for project, which must be performed by the Village.
5. Identify what your firm considers reimbursable expenses and detailed costs of each.

VI. FINAL AGREEMENT

The Village Attorney will review the consultant's standard consulting agreement. Modifications to that agreement may be required at the Village Attorney's discretion.

VII. INSURANCE

Certificate of insurance to be provided with your submittal for this RFP.

VIII. EVALUATION PROCESS

A selection committee will evaluate the proposals and conduct interviews as a secondary step. The proposals will be evaluated and ranked based on the information submitted in the proposals according to the evaluation criteria.

Project fees will be evaluated separately after ratings of the proposals are completed. Weighing of the project fee will be subjective; however, lowest cost does not assure selection. The Village reserves the right to select any consultant it believes to be in its best interest and to negotiate proposed scope elements and fees, or to reject any or all proposals at its sole discretion. The proposals will require an estimated ten to fifteen (10-15) working days for evaluation.

If the selection committee deems interviews are required, they will be held approximately twenty (20) working days after the proposals are received. The selection committee will recommend the award of the contract to the Historic Preservation Committee, who will then give their recommendation to the Village Board for final approval. Additional references may be required prior to final selection.

Final selection is subject to approval of the Village Board. These officials have the right to terminate the project or to change the contract or budget, subject to subsequent agreement by the proposer.

The Village of Allouez will not be liable for any costs incidental to the preparation of the Request for Proposals, presentations, or interviews relating to the selection process.