Comprehensive Historic Preservation Plan Update
Rapid City, SD

Request for Qualifications and Statement of Interest (RFQ/SOI)
For Professional Services

October 2018
**Overview**

The Rapid City Department of Community Development with the Historic Preservation Commission and State Historic Preservation Office (Project Team) seek professional services for the development of a Comprehensive Historic Preservation Plan Update (Plan Update). The previous Plan was completed in 2009. The Project Team aims to retain the services of a professional capable of carrying out a project that will result in both a community engagement process and a planning document. A copy of the 2009 plan is enclosed as Exhibit A.

The Project Team aims to develop a final Scope of Work in conjunction with the selected consultant’s recommendations; however, the following components are anticipated as priority outcomes:

1) Update historical contexts, where necessary.

2) Identify where implementation progress has been made since the 2009 plan.

3) Relate and contextualize the plan to City policies/planning documents that have been adopted since 2009. For example, the 2014 Comprehensive Plan “Plan Rapid City,” the 2016 Downtown Area Master Plan, and the 2016 Cultural Plan “Experience Rapid City” each include recommendations for historic preservation which can be further advanced by the Plan Update.

4) Establish a framework and strategy for the development of Historic Property design guidelines.

5) Carry out a public engagement process to understand and respond to stakeholder perspectives, build capacity in partners for future preservation activities, and create buy-in for implementation of recommendations. The Project Team views public engagement as particularly important as related to recommendations for design standards and is open to consultant recommendations on approach. At minimum, the Project Team anticipates the following:
   - Kick off meeting and 3-4 progress meetings. Some progress meetings may be conducted via teleconference if needed.
   - 5-6 Focus Group sessions with stakeholder groups.
   - Two public meetings
   - Online Survey to collect public input

The City shall be responsible for securing meeting space, developing stakeholder invitation lists, and advertising public outreach opportunities. The HPC also manages a facebook page which can be used for communications via social media.

6) Incorporate additional visual and graphical elements to enhance the Plan Update’s user friendliness and efficacy as a community learning tool that is accessible in multiple formats such as print, web, etc.
Some aspects of this project, but not all, will require a professional who meets the National Park Service Professional Qualifications Standards for Preservation Planning. Through the written statement of interest, respondents to this Request for Qualifications (RFQ) are encouraged to express interest in particular project element/s, or denote the use of a sub-contractor for portions outside of their professional domain.

Professional Qualifications: https://www.nps.gov/history/local-law/arch_stnds_9.htm

Timeline/Budget

The project team has approximately $24,000 for this project consisting of Certified Local Grant (CLG) Funds and Department of Community Development funding. Project phasing to incorporate additional grant funding allocated next year may be considered if it is necessary to accommodate the agreed upon Scope of Work. For work completed using 2018-2019 CLG grant funds, all final invoices and deliverables must be submitted by May 1, 2018.

Submittal Requirements

The response to this RFQ should be no more than 5 pages and demonstrate project understanding and qualifications. Please organize your RFQ and Statement of Interest response to include the following information at minimum.

1) Firm Overview Information

- Firm name and website address
- Primary contact person name, address, direct phone and email address.
- List contact information for any subcontractors you will partner with for this project.
- List past clients involved with similar projects that we may contact for references.

2) Proposed Project Team

- Name of primary personnel
- For each personnel member to work on the project, including subcontractors, list their professional experience and whether or not they meet the NPS Professional Qualifications Standards.

3) Project Approach

- Identify major project milestones/approaches you see necessary to carry out this project successfully.

4) Professional Fees

- Identify billable rate/s for each of the personnel who would be working on the project and a percent of total project scope for which they are responsible.
- If not a local firm, include an estimate for travel costs.

**Questions**

Questions on this RFQ may be directed to Sarah Hanzel, Long Range Planner with Rapid City Department of Community Developmen. 605.394.4120 | Sarah.Hanzel@rcgov.org.

**Selection Process**

Responses to this RFQ/SOI must be submitted no later than noon on November 12, 2018

The Project Team may conduct interviews as needed prior to selecting a finalist and developing a final scope of work and agreement.

Interviews are anticipated to occur the week of DATE.

**Anticipated Timeline – Subject to change**

- City Council Authorization: October 15
- Release RFQ + SOI: October 16
- Qualifications and SOI Due: November 12
- Phone Interviews, if necessary: November 19
- Contract Negotiations: Week of December 1
- Project Kick-Off meeting: Week of January 7, 2019
- Final Deliverables (Utilizing CLG Funding) Due: May 1, 2019