

**REQUEST FOR PROPOSALS
DOWNTOWN AREA HISTORIC DISTRICT SURVEY
CITY OF RAPID CITY**

Introduction

The Rapid City Historic Preservation Commission (HPC), in conjunction with the State Historical Preservation Office (SHPO) and the South Dakota Office of History, is soliciting proposals for an architectural survey of a portion of the downtown area located in Rapid City, South Dakota. The survey area is generally bound by Omaha Street on the north, Fifth Street on the west, Saint Joseph Street on the south, and Maple Avenue on the east. A series of structures north of the alley between Quincy Street and Kansas City Street are also included.

Project Description

The Rapid City Commercial Historic District was originally nominated for National Register Listing in 1974. The amendment to increase the boundary to its current configuration was submitted in 1998. In the past several years, Rapid City's downtown area has seen significant public and private investment. A downtown master planning process is currently underway that will identify opportunity sites downtown, as well as recommendations for a range of development incentives.

The HPC proposes to focus the survey on the area east of 5th Street. A resurvey of the existing historic district is not included in the scope of work. Single family residential structures are not intended to be surveyed as part of this project. This downtown historic district survey will identify factors that can be used to guide preservation planning, and to encourage adaptive re-use of structures with historic significance as this area continues to develop. The proposed survey boundary is comprised of approximately 107 acres and contains approximately 55 resources, more or less, to survey. Refer to the attached map.

Scope of Services Requested

The project will have four major phases pertaining to the survey process:

Task 1: Conduct Pre-field Research. Follow the requirements for pre-field research and pursue dialogue with stakeholder/ public meetings prior to the start of the survey.

Task 2: Perform Reconnaissance Level Survey. For each property, the consultant will complete a "Historic Sites Survey Structure Form," and be accompanied by digital photos. Tablets or other technology may be used to gather data. An example of this form is attached and available at:

<http://history.sd.gov/Preservation/OtherServices/HistoricSitesSurvey.aspx>.

Task 3a: Submit Inventory Form Data to Online Database. Enter the information from the survey forms into the South Dakota SHPO Database. SHPO will make available the records of the properties to be added through an online user account. SHPO requires 30 days to review entries.

Task 3b: Present Draft Report to the Neighborhood and Downtown stakeholders for Comments:

Task 4a: Prepare a Final Survey Report. A final report will include a cover sheet, abstract, table of contents, introductory page, survey report text, and attachments.

There are specific procedures and formats required for completion of tasks 1 – 4 of this project. These procedures are identified in the “South Dakota Historic Resource Manual, 2006” accessible at:

<http://history.sd.gov/Preservation/OtherServices/HSArchitecturalSurveyManual2006.pdf>

Phase 4 Product Deliverables

- One set of completed forms in hard copy
- 5 copies of the final survey report
- Digital photo submission shall comply with the “South Dakota Historic Resource Manual, 2006” specifications.
- Any additional maps, sketches, or slides used to complete the project

Project Direction

A kickoff meeting will be scheduled subsequent to the Notice to proceed with the selected consultant, the HPC, City staff, and the SHPO staff concerning research and specific instructions. In addition, Study Advisory Team meetings shall be scheduled to concur with task completion dates.

Qualifications

Proposals must demonstrate the consultant’s experience in conducting architectural surveys and knowledge of current state and federal guidelines. In compliance with 36 CFR part 61, preference for selection will be given to consultants who fulfill the Department of Interior’s “Historic Preservation Professional Qualification Standards” with regard to the following areas of expertise:

- Architectural History
- Historic Architecture
- Historic Preservation Planning
- Historic Preservation

The Secretary of the Interior’s Professional Qualification Standards are available from the National Park Service, U.S. Department of the Interior.

Time Frame

Bids and proposals shall be submitted no later than noon on **Tuesday, September 6, 2016**. The proposal shall include a timeline for the work. All products and the final invoice must be completed, submitted, and accepted by **April 14, 2017**.

The following is the anticipated schedule for consultant selection of this project. The City, at its discretion, may change this schedule:

Consultant Proposals Submitted	September 9
Finalists Selected	September 13
Interviews	September 23
Contract Negotiations Complete	September 30
Notice to Proceed	October 3

Period for Performance

Detailed scheduling of the project will be negotiated during the contract negotiations (see attached) by the selected consultant and the City of Rapid City. The date for the initiation of the contract as well as overall contract performance period will be negotiated with the selected consultant based on the *tentative* time schedule listed below:

Notice to Proceed	October 3
Task 1 Due	On or before November 1
Task 2 Due	On or before December 1
Task 3a Due	January 16
Task 3b Due	On or before March 1
Task 4 Due	On or before March 20
Invoice delivered by	April 14,

General Instructions

Inquiries

Questions about this project may arise while preparing responses to this Request for Proposals. Inquiries are to be made in writing prior to **Thursday, August 25 at noon** and answers thereto will be mailed or emailed to all firms who have received the Request for Proposals. Please direct questions to:

Sarah Hanzel
Community Planning and Development Services
Division of Long Range Planning
300 Sixth Street
Rapid City, SD 57701
(605) 391 - 4120
(605) 394 - 6636 (fax)
Email: sarah.hanzel@rcgov.org

All firms receiving a Request for Proposals shall identify a single contact person for receipt of responses and information from the City. Therefore, please provide a contact name, phone number, mailing address and email address to the City contact person listed above. The preferred method of receipt and distribution of information shall be e-mail.

Signature Requirements

Proposals must be signed by a duly authorized official of the Consultant. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

Proposal Submission

For a consultant to be considered for this project the City of Rapid City Community Planning and Development Services must receive your proposal no later than **noon on Tuesday, September 6, 2016**. Any background information, experience, and descriptive examples of the consultant's work must be submitted with the proposal at the required time of submittal. Six (6) hard copies and one digital PDF version must be submitted to the City of Rapid City. Please direct proposal submittals to:

Sarah Hanzel
Community Planning and Development Services
300 Sixth Street
Rapid City, SD 57701

Addenda and Supplements

In the event that it becomes necessary to revise any part of this Request for Proposals or if additional information is necessary to enable the consultant to make adequate interpretation of the provisions of the Request for Proposals, an addendum to the Request for Proposals will be provided to each consultant.

Tentative Payment Schedule

Payment will be made upon invoicing and completion of each task associated with the project and acceptance of the task by the City of Rapid City and the SHPO.

Rejection Rights

The City of Rapid City retains the right to reject all proposals and to re-solicit if deemed to be in their best interests. Selection is dependent upon the negotiation of a mutually acceptable contract with the successful proposer, attached to this Request for Proposals, for reference.

Cost of Proposal Preparation

No reimbursement will be made by the City or State or any other party to this agreement for any costs incurred prior to a formal Notice to Proceed under a contract.

Proposals to be in Effect

Each proposal shall state it is valid for a period of not less than forty five (45) days from the date of receipt.

Insurance

Any and all agreements resulting from this Request for Proposals shall require the successful consultant to provide and maintain professional liability insurance in compliance with all applicable State and Federal regulations and contraction provisions required by the Federal funding authority, including 49 CFR Part 31 or subsequent revisions of said federal regulations.

Taxes

The contract amount submitted by the consultant shall take into consideration the fact that the City of Rapid City is exempt from all state taxation, including state sales tax.

Selection Process

A study team will evaluate the proposals. Selection will be made by the Advisory Team in consideration of:

- The proposer's demonstrated understanding of the issues
- The proposer's qualifications based on the National Park Service's Professional Qualification Standards
- The proposer's applicable work experience
- The adequacy of the proposer's staff and facilities

Qualifications, Costs and Financial Data

Those submitting proposals will be evaluated according to the qualifications in terms of experience, the ability to perform and manage the work, the ability to work within a schedule, and within a fixed budget. The firm is asked to submit a description of prior work that is related

to the scope of work previously described. Particular emphasis will be placed on the qualifications of all staff involved in the project.

The contract for the scope of work will be based on a fee schedule with a not-to-exceed amount. Project fee and cost estimates are not considered binding evaluation criteria. Each firm submitting a proposal must provide a time and cost estimate for each task of the study based on the services enumerated and the assumed project time frame.

Non-discrimination/Americans with Disabilities Act

The successful consultant shall comply with the requirements of Title 49 CFR Part 21 and Title VI of the Civil Rights Act of 1964. The successful consultant shall submit upon request quarterly Title VI (civil rights) State of Contractor reports to the South Dakota Department of Transportation. The successful consultant shall provide services in compliance with the Americans with Disabilities Act of 1990.

Contract Provisions and Assurances

The contract must be in compliance with federal, state and local requirements applicable to such contracts.

Miscellaneous

The City of Rapid City retains the right to amend the contract with the successful consultant to include other possible areas of concern with the project.

SUMMARY

All reports, surveys, plans and related data generated for the survey will be included in the final documents submitted to the City of Rapid City. The City will accept an invoice after final acceptance of all the products. The final survey will be the property of the City of Rapid City.