



City of Sidney, NE

REQUEST FOR PROPOSALS
Intensive Level Survey of
Original Town Plat

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July 15, 2015

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Sidney, NE

Sponsored by

City of Sidney and Sidney Historic Preservation Board
through the Nebraska State Historic Preservation Office

I. Introduction

The City of Sidney, hereafter referred to as The City, shall engage the services of qualified professionals with experience in the area of historic preservation. The firm shall be hired to conduct an intensive level survey of the existing community structures within the area defined as Original Town Plat in the attached map (Appendix A), and evaluate the structures for historic quality and relevance, providing more definitive information about the buildings, the people associated with the properties, the significant physical and architectural features, and completion of the Nebraska Site Inventory Form. The final assessment shall also identify and include recommendations of those structures eligible for listing in the National Register of Historic Places and as local landmarks. The work to be accomplished under this project shall meet the Secretary of Interior's Standards for Archeology and Historic Preservation [Federal Register 48(190):44716-44742]. All photography, mapping, and data collection must conform to standards established for the Nebraska Historic Resources Survey & Inventory (NeHRSI), maintained by the Nebraska State Historical Society.

II. Purpose of the Project

- A. Purpose:
1. Gather greater detail and verifiable information for the properties in the Original Town Plat.
 2. Increase historic preservation awareness by property owners, the Sidney Historic Preservation Board and throughout the community, as historic structures, districts, and landscapes; architectural elements; and the people associated with the historic buildings are identified and recognized as assets worth saving.
 3. Assist the Sidney Historic Preservation Board in gaining further knowledge of the ramifications of any changes occurring to the facade of the building as well as aid in future planning.
 4. Expand the City and Sidney Historic Preservation Board's photo library of historic properties.

5. Determine which properties may be eligible to be listed on the National Register of Historic Places, with property owner's support prepare and submit nominations and determine which properties may be locally designated as historic so it may be protected by local ordinance.
6. Assist the Sidney Historic Preservation Board set priorities in terms of properties eligible to be listed on the National Register or eligible for local landmark status.
7. Provide a basis for identifying areas and/or buildings where local, state, and federal financial incentives could apply to offset the cost of rehabilitation if historic buildings are appropriately rehabilitated.
8. Enhance the preservation plan that outlines tax incentives, preservation ordinances, design guidelines, zoning and land use controls, and financial assistance to aid in saving historic properties.
9. Facilitate historic building rehabilitations that use federal and state historic rehabilitation tax incentives.
10. Evaluate the current state of existing historic structures and will be the basis for establishing design standards for new construction and for protection and rehabilitation of existing structures.

B. Objectives:

Complete a comprehensive intensive level survey report of the historic structures of the Original Town Plat area. This project encompasses approximately a 30 block area comprised of approximately 150-175 properties. All structures and auxiliary structures shall be included, with extended documentation for those structures constructed before 1970. The Survey will be utilized as a basis for designating potential local landmarks and National Register properties.

C. Survey Boundary Map:

See Appendix A for a map of the Original Town Plat.

D. Background:

The Nebraska State Historic Preservation Office (NeSHPO) conducted a Reconnaissance Survey of Cheyenne County, which included the resources of Sidney, in 1994 and does not provide the level of detail that this survey will. The intent of this survey is to augment and expand the existing survey which is auxiliary and not the sole basis for the identification of potentially eligible structures.

E. Required Qualifications:

1. The respondent must meet the Secretary of the Interior’s “Professional Qualifications” (36 CFR 61, Appendix A) as an architectural historian, historian, or historical architect.
2. The respondent will have demonstrated experience working with historic resource surveys, including conducting historic property surveys within the past five years.
3. The respondent must be able to demonstrate extensive experience working with cultural resources and the Secretary of the Interior’s Standards for Identification as used for identification and evaluation of a property’s historical, architectural, or archeological significance.
4. The respondent must be able to adhere to set deadlines and provide updates and draft copies by the defined timeline.

III. Work Plan

The City of Sidney will contract with a qualified preservation professional that will be responsible for a full array of services to include intensive-level survey, research, analysis, and development of a survey report. The preservation professional will be required to provide written progress reports as defined by the agreement.

A. Project Methodology:

All work performed shall be consistent with the “Secretary of Interior’s Standards for Archaeology and Historic Preservation,” and the Standards for Identification and Evaluation (Federal Register, September 29, 1983). Work shall also conform to the recording and cataloging standards as specified in the NeSHPO Survey and Inventory Manual, 2010 Edition and in consultation with the NeSHPO staff. Project proposals shall include a project work plan that includes, but is not limited to, the following tasks and methodologies:

1. Inform the community of the survey efforts and where the results will be stored or posted, contact local media and law enforcement prior to fieldwork efforts;
2. Conduct a file search with the NeSHPO, local preservation office, and other repositories, listing all previously recorded resources and leads within the survey boundary and an assessment of the adequacy of any inventories previously performed there.
3. Conduct historical research on all structures within the boundary including, but not limited to, commercial, residential, economic, social, and architectural structures. Auxiliary structures will be noted, but not included individually as part of the historic survey.
4. Complete an accurate, concise, and legible, basic site form for all properties constructed before 1970 and an intensive-level form for those properties that are landmark or National Register eligible. All properties shall be evaluated for their potential inclusion in the National Register of Historic Places, stating the criteria

under which the property is eligible and the level of integrity of the resource. Complete site forms for previously surveyed properties, including National Register-listed properties, and reassess them for National Register eligibility.

5. Prepare a draft survey report, see survey report requirements. Submit draft survey report and site forms to The City for review by the Sidney Historic Preservation Board. Incorporate all required changes into survey report and site forms. Submit a final survey report and site forms to The City and the NeSHPO.
6. Prepare and give a public presentation of the survey results to the Sidney Historic Preservation Board.

B. Deliverables in Digital and Printed Formats:

1. Summary of file search, submitted on or before the date the fieldwork begins. Identify:
 - a. What inventories are available.
 - b. References for those inventories.
 - c. Previously recorded or known sites listed by the state site number system, NeHRSI (Nebraska Historic Resources Survey and Inventory).
2. All images must be labeled and identified on site forms and on CD and submitted to The City and NeSHPO.
3. Survey report (drafts and edited finals) of the inventory results including, but not limited to, the items outlined below. Ten (10) bound copies, and two (2) digital copies, of the final report will be required. The final report produced will be of professional and publishable quality. The report will include:
 - a. Research design, survey methodology, and boundary limits of the survey.
 - b. Overview of the history and development of community, highlighting surveyed properties of significance.
 - c. A list of all properties with date of construction of the primary structure.
 - d. A list sorted by address with assessment of potential eligibility for nomination for National Register Criteria, and Local Landmark Registration.
 - e. Assessment of contributing and noncontributing resources within the survey boundary.
 - f. Inventory map with individually plotted resources indicated by NeHRSI numbers and color coded as appropriate.
 - g. Preservation recommendations including potentially eligible districts, individual eligible properties, and additional survey work required.
 - h. Concise summary of each structure.
 - i. Bibliography of references cited.
4. Summary of Landmark Registration recommendations of eligible properties.

IV. Project Budget

The award and payment for this contract shall not exceed twenty-five thousand dollars (\$25,000) with completion of project by April 30, 2016.

V. Project Time Table

Following is the schedule for issuance of the RFP, selection of preservation professional(s), contract award, etc.:

A.	Request for Proposals Released:	July 15, 2015
B.	Closing date for receipt of proposals:	August 17, 2015
C.	Completion of proposal review:	September 2, 2015
D.	Anticipated date to award contract:	September 8, 2015
E.	Preservation professional commences work:	September 9, 2015
F.	Anticipated Draft deliverables submitted:	April 5, 2016
G.	Public Presentation of Survey Results	April 12, 2016
H.	All contract work completed and deliverables submitted NO LATER THAN:	April 30, 2016

Note: Interim completion dates for drafts will be determined during contract negotiations.

VI. Proposal Submission Requirements

- A. The proposal packet must include 3 copies of:
1. A cover letter on preservation professional's letterhead.
 2. A statement of understanding of the proposed project.
 3. Proposed project work plan, including specific approach to accomplishing each item or the work activities (for example: field surveys, data analysis, reference work, reviews, time deadlines, etc.).
 4. General outline or description of final project.
 5. A statement of agreement to meet the defined timeline.
 6. Name, availability, and resume of the qualified preservation professional(s).
 7. Examples of three successfully completed similar projects.
 8. Three work references for preservation professionals' firm.

The preservation professional will be selected by the City of Sidney with approval by the Sidney Historic Preservation Board based upon credentials of the project team, demonstrated success with similar projects, expertise in intensive-level survey, project management experience, and overall quality of the proposals as submitted. The City reserves the right to waive minor irregularities and to reject any or all proposals received

as a result of the request for proposals. Failure to furnish all information may disqualify a respondent from selection.

B. Proposal Submission:

The proposals must be submitted via mail or hand-delivered, and **received by August 17, 2015, no later than 4:00 pm**, at the address noted below. Proposals submitted by email or facsimile will not be considered.

Proposals are to be submitted in a sealed envelope with *Survey of Original Town Plat - SEALED PROPOSAL: DO NOT OPEN UNTIL 4 P.M. August 17, 2015* clearly marked on the outside of the envelope.

C. Submit Proposals to:

Tina Hochwender
Economic Development Director
City of Sidney
1115 13th Avenue
PO Box 79
Sidney, NE 69162

D. Direct Questions to:

Tina Hochwender, Economic Development Director
Email: development@cityofsidney.org
Phone: (308) 254-8455
Cell: (308) 249-4870

VII. Consultation with the City of Sidney, Sidney Historic Preservation Board and NeSHPO, and Ownership of Final Products

The preservation professional will be responsible for providing any workspace and materials required. The cost of any travel is to be accommodated by the project budget.

All services to be performed and materials to be produced under the awarded contract will be accomplished in consultation with The City, Sidney Historic Preservation Board and NeSHPO. All procedures developed and products provided under the contract will be subject to final approval by The City, Sidney Historic Preservation Board and NeSHPO, and all records and data pertaining to the contract will remain the property of The City, Sidney Historic Preservation Board and NeSHPO. The consultant will not be awarded a copyright for any materials produced under this contract.

VIII. Compliance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 as Amended (E-verify Program)

A. Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services

within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

- B. If Contractor is an individual or sole proprietorship, the following also applies:
 - 1. Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at: www.das.state.ne.us and submit the same with this Agreement upon submission of its bid for the same.
- C. If Contractor indicates on such attestation form that he or she is a qualified alien. Contractor agrees to provide the US Citizenship and Immigration Services documentation required to verify Contractor’s lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program and submit the same with this Agreement upon submission of its bid for the same.
- D. Contractor understands and agrees that lawful presence in the United States is required to execute this Agreement and Contractor may be disqualified or the Agreement terminated by The City without liability to Alarm pros if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108. In the event of such termination, Contractor covenants not to sue The City for any claim of any nature.

IX. Evaluation Criteria

The City Manager, City Economic Development Director and the Sidney Historic Preservation Board will evaluate all proposals to insure all requirements are met. The following criteria will be used to evaluate the proposals. The City reserves the right to waive minor irregularities and to reject any or all proposals received as a result of the request for proposals. Maximum evaluation points = 100.

- A. Technical Expertise.....(25 points)
 - ✓ Grasp of project requirements and understanding of project scope of work – the preservation professional firm’s analysis, preparation, and level of interest.
- B. Qualifications and Experience..... (25 points)
 - ✓ Qualifications, experience, and timeliness of the preservation professionals’ firm – reference checks, achievements, and completion of similar projects within the past five years.
 - ✓ Demonstrated and recent survey expertise.

C. Performance Factors..... (25 points)

- ✓ Applicant’s record of meeting requirements of similar contracts.
- ✓ Adequacy of workforce, material, and logistics estimates required to accomplish the work in a timely and cost-effective manner.

D. Management(25 points)

- ✓ Responsiveness and compatibility between the preservation professional and the (sponsor) – general attitude, ability to communicate with the general public.
- ✓ Proposed schedule required to complete project and ability to complete the project on time and within budget.

Original Town Plat
Boundary Map

