



REQUEST FOR PROPOSALS

Cultural Resource Survey: Resurvey of the “Town of Grand View”

Issued November 16, 2017

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Community Development– Development Services
Request for Proposals (RFP)

TITLE: Cultural Resource Survey: Resurvey of the “Town of Grand View” Missouri
ISSUE DATE: November 16, 2017 at 8:00 AM
DEADLINE: November 30, 2017 at 5:00 PM

RETURN TO:
City of Grandview | Community Development
Attn: Kristin Jo Pack, Chief Planning Officer
1200 Main Street
Grandview, MO 64030

SUBMITTAL REQUIREMENTS:
Two (2) Signed Proposals

The City of Grandview reserves the right to reject any incomplete proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to the City. The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. The Respondent is **REQUIRED** to complete, sign and return this form with their submittal.

Company Name

Authorized Official

Address

Signature

City/State/Zip

Title

Telephone

Date Tax ID#

E-Mail

Entity Type

Description of Project and Services

Article II.

1. Introduction

The City of Grandview is seeking proposals from qualified historians or architectural historians that meet the Secretary of Interior's Professional Qualifications Standards as outlined in 36 CRF 61 (herein referred to as "Consultant") to conduct a reconnaissance level architectural re-survey of Grandview with the same boundaries as used during the 2003 cultural resource survey "'Town of Grand View,' Missouri". The 128-acre survey area encompasses an urban and suburban setting that includes approximately 277 properties. A re-survey is being conducted to ensure the City of Grandview has the most accurate, up-to-date information to identify historic buildings and their condition to help with planning and preservation efforts. The re-survey will include updated recommendations for future preservation activities, including but not limited to identifying properties eligible for the National Register of Historic Places. As this is an update to an existing survey area, information from the original survey can be utilized if referenced, cited, and updated appropriately. The level of documentation will be determined in consultation with the Missouri State Historic Preservation Office (SHPO). Please see the attached map for the boundaries of the survey area.

2. Background Information and Historic Preservation History

According to the *History of Grandview, Missouri, 1844-1994*, the Town of Grand View grew as a result of the growth of railroads in Missouri. Currently, the City of Grandview is a community of approximately 25,000 residents located in Jackson County Missouri. The City of Grandview is land locked with the City of Kansas City, Missouri on all sides with the exception of the City of Belton located on the farthest southern border.

When the initial survey was conducted in 2003, the City of Grandview and its Historic Preservation Commission conducted a historic resources survey of selected areas in the City of Grandview. The goal was to identify and evaluate architectural and historic cultural resources in the "Town of Grand View" including its vicinity and ascertain any individual or groups of properties that may be potentially eligible for listing in the National Register of Historic Places. The survey area was based on the original "Town of Grand View" platted in 1889.

The survey area included 277 properties generally bounded by the westernmost set of Kansas City Southern Railroad Company tracks on the west, 13th Street on the east, Lena Avenue on the north and Highgrove Road on the south, with an extension to 133rd Street between the two sets of Kansas City Southern Railroad tracks. The survey included commercial, institutional and residential properties.

The survey identified three areas retaining sufficient historic and architectural character for interpretation as part of the development of Grandview and worthy of conservation. There was also one area designated as a potential National Register District, which was subsequently named "Grandview Residential Historic District". In August 2005, a nomination was made through the Missouri Department of Natural Resources State Historic Preservation Office for the Grandview Residential Historic District to be listed on the National Register of Historic Places, and on November 15, 2005, the district was listed.

3. Scope of Services

The qualified Consultant will prepare a reconnaissance level, cultural resource survey based on the area and properties in the previous cultural resource survey, “Town of Grand View” Missouri, from 2003 and provide recommendations for future preservation activities, including but not limited to identifying properties eligible for the National Register. The survey shall be completed following the SHPO’s “Standards for Professional Architectural and Historic Surveys” and “Instructions for Completing the General Architectural Survey Form”; these standards are available on the SHPO’s website.

(a) Consultation Phase

Before work begins, the Consultant will schedule a time with the SHPO grant monitor, Amber Cox and City of Grandview monitor, Kristin Pack, to discuss the level of documentation and how resources will be recorded including but not limited to:

- Document the existing character and conditions of the survey area
- Provide an updated historical context for the development of the survey area (the context from 2003 may be referenced)
- Make recommendations for future preservation activities including additional survey recommendations and potential National Register eligibility

An email documenting the discussion will be sent to the consultant and to the city by the grant monitor. Drafts will be completed as discussed in this conversation.

Prior to fieldwork, a research design detailing the methodology and goals of the survey will be completed and approved by the City of Grandview Community Development Department (herein referred to as “City”) and the SHPO. Once the research design is approved by the City and SHPO, a Missouri Architectural/Historic Inventory Form (herein referred to as “survey form”) will be completed for each property within the boundary, including any vacant lots. The final number of survey forms and level of documentation will be determined by consultation with the City and SHPO. Draft forms will be submitted in digital format and the final versions will be submitted in both digital and hard copy formats. Each survey form will be accompanied by at least one archival black and white 5”x7” photo and a digital photo in JPEG format in color. The number of photos will be determined in consultation with the City and SHPO. A map will be created that indicates the survey boundaries, property locations, and addresses. See below for all documentation requirements.

(b) Documentation Requirements

One set of complete documentation requirements shall be submitted to the SHPO, and another set of complete documentation requirements shall be submitted to the City. Documentation will meet SHPO’s “Standards for Professional Architectural and Historic Surveys.”

After completion of the survey inventory, a final survey report will be prepared in Word format. The final version of the report will be submitted in digital and hardcopy format. The report will:

- Describe the scope and scale of the survey
- Provide a methodology
- Discuss a historic context for evaluation of the resources under the *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*
- Describe and analyze property types and styles
- Describe the rationale for evaluation
- Provide recommendations for future National Register nominations and other survey activities

(c) Survey Forms

- ❑ Completed meeting SHPO’s “Standards for Professional Architectural and Historic Surveys” and following the “Instructions for Completing the Architectural/Historic Inventory Form”
- ❑ Survey Forms for each property within the boundary, including vacant lots/parking lots
- ❑ Completed draft versions will be provided in digital format to the SHPO (Incomplete drafts will not be accepted)
- ❑ Final version will be provided in hard copy and digital format to the City and SHPO

(d) Digital Photographs

- ❑ At least one JPEG format photograph for each surveyed property
- ❑ Each digital image must be at least 1600 x 1200 and at least 300 dpi
- ❑ Draft digital images maybe labeled by street address
- ❑ Final digital images must be labeled according to National Register standards
- ❑ Final digital images will be provided to the City and to the SHPO

(e) Archival Photographs

- ❑ Two sets of archival photographs in black and white, using archival ink and paper meeting a 75-year standard (one set to the City and one set to the SHPO).
- ❑ Printed at 300 dpi in 5” x 7” size
- ❑ Each photo labeled on back using soft lead archival pencil with survey name, survey number, property name (if applicable), street address, city, county, and date of photograph
- ❑ Photographs will not be attached to the form or have adhesive labels

Photos shall be taken preferably during a time that allows for the avoidance of obstruction by foliage and/or snow cover. If a property has a complex footprint, additional photographs may be necessary to accurately record all primary facades. If a property has a secondary resource(s) an additional photography will be taken for each resource unless the secondary resource(s) is clearly visible in the photograph of the primary resource. The number of photographs will be determined in consultation with the SHPO.

(f) Boundary Map

The boundary map will be separate from the final report. The location of each property inventoried will be indicated on a large-scale map (at least 1 in. = 200 ft.). Potential district boundaries, property type, plan or style, and other interpretive information will be included on one or more additional maps, as appropriate. The map shall show the survey boundary and boundaries for any potential National Register districts, and individually eligible properties shall be shown on the map. The contributing status of each property must be marked within the recommended historic district boundary (if applicable). If a property has more than one associated resource the site plan on the inventory form shall be completed, unless a master map shows the accurate orientation of outbuildings in the district. If the boundary map includes building footprints and accurate orientation of any outbuildings, the site plan portion of the inventory may be left blank.

For the final map, the current National Register district, the Grandview Residential Historic District, should also be included on the map along with each property’s status as a contributing or non-contributing resource if changes to the listed district are recommended. If an additional potential district is found, or a boundary change recommended for the Grandview Residential Historic District, this will be identified on the map along with a notation of each property’s contributing status. If potential individual listings are found, they will also be noted on the map.

All maps will be in black and white. Any mapping will be submitted in digital format and final versions will be submitted in digital format and hard copy in an easily reproducible size as determined by the City and the SHPO.

(g) Public Meetings

The consultant shall conduct a minimum of two (2) public meetings in the City of Grandview to inform owners of properties located within the survey area and the interested public about the goals and scope of the survey project. The first meeting shall be held near the beginning of the project to inform property owners within the survey area and the interested public about the goals and scope of the survey project, and a second meeting shall be held at the conclusion of the project when survey results and recommendations will be presented. Public meetings may be held in conjunction with regular meetings of the Grandview Historic Preservation Commission.

(h) Acknowledgements

Any publications based on activities supported by this grant assistance must contain the following acknowledgement:

This project is partially funded by a grant from the Missouri Department of Natural Resources, State Historic Preservation Office and the U.S. Department of the Interior, National Park Service Grant awards do not imply an endorsement of contents by the grantor. Federal laws prohibit discrimination on the basis of race, religion, sex, age, handicap, or ethnicity. For more information, write to the Office of Equal Opportunity, U.S. Department of the Interior, Washington D.C. 20210

Project Timeline and Milestones
Article III.

Timeline for RFPS	
RFP Advertised	November 16, 2017
RFP Deadline	November 30, 2017
Review Proposals	December 1-5, 2017
Notice to Proceed	December 13, 2017

Survey Project Timeline

Below is the following timeline with date ranges and milestones, and each month, the Consultant shall submit a progress report. The Project Product shall be submitted and payments made in accord with the proposed Milestone Payments/Schedule as follow:

Task	Completion Date	Milestone
1	10/20/17	E-mail draft RFP to the SHPO for review and approval before the bid process is initiated (for City Staff only).
2	11/30/17	E-mail documentation of the consultant selection process and a draft of the consultant contract prior to signature submitted to the SHPO for review and approval.
3	12/11/17	E-mail submission of signed consultant contract to the SHPO
4	12/20/17	Consultant will contact the SHPO to discuss the level of documentation for the project. An e-mail documenting this discussion will be submitted to the consultant and the City of Grandview by the grant monitor (date approximate).
5	01/19/18	Submission of a draft research design in digital format to the SHPO for review and approval. E-mail submission of documentation for the first of two public information meetings (meeting date is approximate only).
6	02/16/18	Submission of final research design in digital format and hard copy. Submission of 5 complete sample inventory forms (and site plans as appropriate) in digital format and digital color JPEGs, to the SHPO for review and approval
7	05/16/08	Submission of fully complete draft digital inventory forms (and site plans as appropriate), digital color JPEGs, and digital survey map to the SHPO for review and approval. Submission of a sample hard copy photo to test paper and ink quality to the SHPO for review and approval. Mid-term budget report it due.

8	07/20/18	Submission of final inventory forms (and site plans appropriate), map and photos in digital and hard copy format to the SHPO for review and approval. Submission of draft survey report in digital format to the SHPO for review and approval.
9	08/20/18	Submission of final survey report to the SHPO for review and approval, and submission of documentation for the second public meeting (date approximate).
10	08/30/18	Submission of final project report and fiscal data.

Evaluation Process

Article IV.

1. Proposal Submission

(a) Submission

Two (2) copies of the proposal shall be received prior to 5:00 PM on November 30, 2017. Proposals shall be submitted in an envelope and clearly marked as follows:

Kristin Pack, Chief Planning Officer
City of Grandview
1200 Main St.
Grandview, MO 64030

For further information, please contact Kristin Pack, Chief Planning Officer, at (816) 316-4822 or kpack@grandview.org.

(b) Public Records

All specifications, bid documents, purchase orders, and supporting documents that are not closed records under federal law, the Missouri Sunshine Law or City Code of Laws and practice will be made available to citizens, vendors, or the media, upon request. The foregoing notwithstanding, in the case of sealed proposals or bids, only the offeror's name shall be public and other information in the proposal or bid shall not be open for public inspection until after a contract has been awarded.

(c) Submission of Information

To facilitate the evaluation process, the Consultant is encouraged to submit proposal information by sections that correspond with the individual evaluation categories described herein. The Consultant is cautioned that it is the Consultant's sole responsibility to submit necessary information. The City of Grandview is under no obligation to solicit any information if it is not included with the proposal. The Consultant's failure to submit information with the proposal, including pricing, may cause an adverse impact on the evaluation of the proposal.

(d) Compliance with Terms and Conditions

The Consultant is cautioned when submitting pre-printed terms and conditions or other type material which conflict with those of the RFP and its contractual requirements. The Consultant agrees that in the event of conflict between any of the Consultant's terms and conditions and those contained in the RFP that the RFP shall govern. Taking exception to the City's terms and conditions may render a Consultant's proposal non-responsive and remove it from consideration for award.

2. Evaluation and Award Process

After determining the proposal is complete and the Consultant meets the qualifications for historian or architectural historian as listed in 36 CFR 61, "Secretary of the Interior's Professional Qualification Standards," the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below.

Evaluation Criteria Scoring Category	Maximum Points
Cost	60
Consultant/Firm's Experience, Reliability, and Expertise of Personnel	100
Method of Performance	40
TOTAL	200

After an initial screening process, a question and answer conference or interview may be conducted with the Consultant, if deemed necessary by the City. Attendance cost at the conference shall be at the Consultant's expense. All arrangements and scheduling shall be coordinated by the City.

3. Evaluation:

(a) Pricing

The Consultant should submit a fixed price for completion of the project. A proposed payment schedule will be based on the completion of milestones identified on the proposed project schedule.

(b) Evaluation of Consultant's Experience, Reliability, and Expertise of Personnel

The successful Consultant will meet the qualifications for historian or architectural historian as listed in 36 CFR 61, "Secretary of the Interior's Professional Qualification Standards"; in addition, the experience and reliability of the Consultant's organization will be considered subjectively in the evaluation process. The proposal shall detail the involvement of the principal investigator in the project. A vitae/resume of each person involved within the project must accompany the proposal including experience in past performances, qualifications, including education and training. A subcontractor may be not used to perform the required services as outlined in the RFP.

As part of the evaluation process, the City may contact the Consultant's references; however, the City is not obligated to contact the Consultant's references.

(c) Evaluation of Method of Performance

Proposals will be subjectively evaluated based on the Consultant's plan for performing the requirements of the RFP. Therefore, the Consultant should present information which demonstrates the method or manner in which the Consultant proposes to satisfy these requirements and which confirms the Consultant's ability to satisfy the requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

(d) Proposal Detail Requirements and Deviations

It is the Consultant's responsibility to submit a proposal that meets all mandatory specifications stated herein. The Consultant should clearly identify any and all deviations from both the mandatory and desirable specifications stated in the RFP. Any deviation from a mandatory requirement may render the proposal non-responsive. Any deviation from a desirable specification may be reviewed by the City and SHPO as to its acceptability and impact on competition.