

**City of Belvidere
Request for Proposals**

**Consultant Services
to prepare an
Architectural/Historical Intensive Survey of
Belvidere's Courthouse Square
Phase II Area**

**PROPOSALS DUE IN TRIPLICATE
Tuesday, September 22, 2015 by 1:00 pm**

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Interim Planning Director
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Belvidere, Illinois 61008
815 547-8644

INTRODUCTION

The City of Belvidere, Illinois invites proposals from qualified architects and historic preservation consultants to prepare an architectural/historical intensive survey of Belvidere's Court-house Square Phase II area. A Request for Proposal package is described providing information regarding the scope of work and submittal requirements.

The project receives federal funds; compliance with all federal, state and local laws, rules and regulations is required. The project is funded by the Illinois Historic Preservation Agency's Certified Local Government (CLG) grant program with matching funding from the City of Belvidere.

The total funding available for the project is Thirteen Thousand five hundred dollars (\$13,500). It is imperative that the funding source is credited in the final document.

Project Description--Court House Square Area--Phase II

The City of Belvidere's Historic Preservation Commission is seeking to secure professional consulting services to conduct an intensive architectural survey (following the Illinois Historic Preservation Agency guidelines) in areas of the original part of the city for the Court House Square Phase II Area. The purpose of the survey is to identify and document historic resources to help make well-informed decisions regarding the community's historic resources; to identify properties or areas that qualify for landmark designation; to identify properties that are threatened or in deteriorating condition; to help provide information to educate the community of the significance and the value of the historic resources; and to provide a written history of the community's assets for generations to come.

The preservation of Belvidere's Downtown and the surrounding neighborhoods is a priority for the community; on-going intensive survey is an element of the Historic Preservation Commission Work Plan. Surveying the area will help to identify and prioritize future planning efforts. The Boone County Comprehensive Plan recognizes the importance of Belvidere's downtown and older traditional neighborhoods. The preservation and revitalization of the central city is an element of the Comprehensive Plan as stated on page 80 of the 1999 plan: "Within these older neighborhoods, commercial and industrial areas, the key plan implementation recommendation is for the preservation of long-term property values through strict building and property maintenance code enforcement." The intensive survey will help identify areas that are eligible for historic designation or in need of reinvestment.

The Rockford Region Strategic Diversification Plan of 2012 also identifies the importance of the preservation of the community's urban core (page 29):

Moreover, a region's downtown and inner-city areas typically contain the largest concentration of unique natural, cultural, and historic assets that differentiate it from other areas. As such, it will be critical for the Rockford region's economic growth for public and private sector leaders to build on positive momentum taking place in downtown Rockford and downtown Belvidere by continuing to focus resources on urban revitalization. Equally as important, area leaders must prioritize efforts to change the

course of the region's most disadvantaged neighborhoods, particularly West Rockford, through targeted public investments that can be leveraged to generate additional investments from other governments, business, and non-profit organizations.

The consulting firm selected (meeting the Professional Qualification Standards) will perform research and data collection; field survey and form preparation; preparation of the historic context of the survey area; preparation of the final report including maps of potential historic districts/landmarks and recommendations; and will make presentations to the Historic Preservation Commission, the community and the City Council. The project will be directed by Kathy Miller, staff of the Preservation Commission and the Belvidere-Boone County Planning Department who will also be responsible for the administration of the CLG Grant and the preparation of the Request for Proposals for soliciting the consulting firm.

The Court House Square Phase II area is located east of the Phase I project and includes the blocks east of Hancock Street to Gardner Street between Lincoln Avenue and Marshall Street. The Phase II area contains about 52 acres and approximately 150 sites. There are no existing identified local landmarks or National Register property in the Phase II area. Most of the structures were constructed between the 1850s and the 1950s.

Background Information

The entire priority area for intensive survey is the ten blocks north of the Kishwaukee River; the six blocks east and west of State Street on the north and the ten blocks south of the Kishwaukee River as well as the five blocks west of State Street; the six blocks south of the Kishwaukee River and the six blocks east of State Street. It is estimated that the entire identified survey area will take ten to fifteen years to complete.

In January, 2012 a historic resource survey was conducted by Nick Dorochoff of Dorochoff Consulting LLC of areas in downtown Belvidere along North and South State Street. Approximately 160 buildings, sites and structures were surveyed and documented as a part of the Downtown Belvidere Revitalization Strategy. The survey documents were made available at the Ida Public Library and on the planning department's web page. Additionally, two National Register Historic Districts were designated in the downtown area. The phase I project is adjacent to the North State Street survey area.

The phase I project, adjacent to the North State Street survey area was surveyed and documented in 2014. The seventy-acre tract yielded 150 survey documents including monuments in Big Thunder Park. The historic context completed as part of the project highlighted the settlement patterns between the north and south survey areas especially due to the railroad coming to Belvidere. The consultants identified one National Register of Historic Places District encompassing a large portion of the survey area (112 contributing and 19 non-contributing structures), two possible local historic districts and 17 properties worthy of local historic landmark listing. The survey documents were made available at the Ida Public Library and on the planning department's web page.

Project Objective:

The City of Belvidere's Historic Preservation Commission would like to secure professional

consulting services to conduct an intensive architectural survey in areas of the original part of the city continuing with the Court House Square Phase II Area. The purpose of the survey is to identify and document historic resources to help make well-informed decisions regarding the community's historic resources; to identify properties or areas that qualify for landmark designation; to identify properties that are threatened or in deteriorating condition; to help provide information to educate the community of the significance and the value of the historic resources; and to provide a written history of the community's assets for generations to come.

The survey of the Courthouse Square Phase II area should provide comprehensive information for every structure included within the area to identify the whole, parts thereof or individual structures for listing in the National Register of Historic Places and/or as locally designated landmarks or historic districts. The survey is to be comprehensive in that every primary structure and site in the survey area must be documented regardless of perceived architectural/historical significance or age. Each resource should have an inventory form completed with a photograph, description, construction date, physical changes, historical information and a National Register evaluation of the properties.

Documentation will include photographs, individual building evaluations recorded on survey forms, together with an executive summary survey report of the findings of the survey.

Survey Area:

The Court House Square Phase II area is located east of the Phase I project and includes the blocks east of Hancock Street to Gardner Street between Lincoln Avenue and Marshall Street. The Phase II area contains about 52 acres and approximately 150 sites. There are no existing identified local landmarks or National Register property in the Phase II area. Most of the structures were constructed between the 1850s and the 1950s.

Maps of the survey area are included in Attachment A. Photographs of the area are also attached. The City of Belvidere will provide the selected professional consultant with all relevant maps and additional information upon request.

SCOPE OF WORK AND SERVICES

The intent of this section is to provide an outline of the services that the City of Belvidere anticipates the selected professional consultant will be required to provide to perform the survey and produce a final survey document, including the survey report. The consultant, in the preparation of a proposal should not be limited by the anticipated services identified herein, but should describe any additional services he or she believes are beneficial in meeting the project objective.

All survey information gathered into data collections shall be compatible with the requirements of Attachment B—Survey Report, since the project is funded in part by the Illinois Historic Preservation Agency's Certified Local Government Grant Program.

Inventory Form

The selected professional consultant will survey, document and evaluate every primary struc-

ture, secondary structure and site in the survey area and will record the information on an inventory form. A sample inventory form is included in Attachment C. The selected inventory form shall be approved by the city and by the Illinois Historic Preservation Agency staff before commencing work. Two printed copies (one for Belvidere, one for IHPA) of the final survey report shall be provided. (The survey report is a separate document from the Grant Completion Report provided to IHPA by the city.) Two printed copies of the inventory forms and the original photographs are required—one for Belvidere and one for IHPA. In addition to the printed copies, two copies of the survey report and the completed inventory forms with scanned photographs in a searchable .pdf file on CD or DVD shall be provided.

All survey reports must contain the federal disclaimer statement: “This program receives federal assistance. . .” found on page seven of this document.

Intensive Survey Report

The intensive survey report should include:

1. An introduction explaining the nature of the survey and its extent. Also in this section the acreage and the number of buildings surveyed should be included. A short description of previous surveys undertaken in the community by federal, state, or local governments or private agencies, organizations or individuals shall be included.
2. A complete description of the survey methodology and the relevant National Register evaluation criteria, local landmark criteria and integrity thresholds for designation shall be included. It is understood that an intensive survey will not gather all of the descriptive, contextual and ownership information on every historic property in the survey area. “Data gaps” are expected; a discussion of what information (i.e. chain of title, architectural plans, etc.) is missing from the current and previous surveys and suggestion about future information gathering is required.
3. A detailed description of the historic context of the survey area or theme, including a general history of the surveyed area, the larger community or county (where applicable) should be part of this context. The context explains the important themes of history and physical patterns in the development of specific survey areas with a full description of the various characteristics that give the area its identity, including architectural styles, materials, building types, street patterns, topography and land use.
4. A general map of the community indicating the area(s) of the community surveyed.
5. A more detailed map that records specific information on the location of individual properties. This may be completed by indicating the address for every resource on the map or by establishing the range of addresses by block on the map. It is acceptable to use multiple maps, if necessary.
6. A tabulation of the results, including the number of properties investigated, the number of resources 45 years or older, and the exact number of buildings, structures and objects in the data collection including outbuildings and secondary buildings.
7. The survey report should conclude with a recommendation section that evaluates the potential for individual or historic district National Register designation and local landmarks, and any other applications of the survey data. Also include general information on the present condition and future preservation of the resources, an impacts/threats assessment, losses, needs assessment and strategies/priorities for resource preservation.
8. A bibliography of sources consulted.

9. Completed inventory forms.

Monthly progress reports of the project shall be submitted to the City of Belvidere.

Photographic Requirements:

Photographs and/or slides will be taken under optimum lighting conditions and preferably in seasons when the trees have lost their leaves so as to show as much detail as possible. Backlit shots will be unacceptable. Photographs deemed to be unacceptable to the City of Belvidere will be retaken by the consultant at no additional charge. Negatives, original black and white photographs and electronic digital photographs will become the property of the City of Belvidere.

Digital images (1600 X 1200 pixels at 300 pixels per inch or larger) shall be attached or scanned onto the survey form in grayscale or color. Two inventory forms with photographs should be produced—one for the City of Belvidere and one for the Illinois Historic Preservation Agency. Digital images should be saved in 8-bit (or larger) color format—providing maximum detail when printed in black and white. Digital images shall be clearly labeled and provided on a CD-R. One CD shall be provided to the City of Belvidere and one to the Illinois Historic Preservation Agency. If for some reason photographs are printed separately from the inventory forms (with permission from the city and from IHPA), the photos must be labeled so they can easily be matched with the inventory forms.

Required Language on publications:

Acknowledgment of Federal Assistance and Nondiscrimination must be made in the publication of any material based on, or developed under, any activity supported by U.S. Department of the Interior Historic Preservation Fund grant funds, including brochures, press releases, audio-visual presentations, slide shows, videotapes and other media as follows:

The activity, which is the subject of the (type of publication) has been financed in part/entirety with federal funds from the Department of the Interior, administered by the Illinois Historic Preservation Agency; however, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior or the Illinois Historic Preservation Agency, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or the Illinois Historic Preservation Agency.

Any publication or printed material that is distributed to the public, including notices about public meetings must include the following:

This program receives federal financial assistance for identification and protection of historic properties under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, as amended, Title I and Title V of the Americans with Disabilities Act of 1990 and the Illinois Human Rights Act. The U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity or facility as described above, or if you desire further information, please

write to:

Office for Equal Opportunity
National Park Service
P.O. Box 37127
Washington, DC 20013-7127

or

Equal Employment Opportunity Officer
Illinois Historic Preservation Agency
One Old State Capitol Plaza
Springfield, IL 62701

FINAL SURVEY DOCUMENT FORMAT

Two printed copies of the final survey report shall be provided (one for IHPA and one for the city). Two printed copies of the inventory forms and original photographs are required—one for IHPA and one for the City of Belvidere. The city's forms shall be printed on letter size paper and be bound in a three-ring binder, spirally bound or in a format chosen by the consultant and approved by the City of Belvidere that is fit for reproduction and distribution. In addition to the printed copies, the final documents shall also be submitted electronically in a searchable .pdf file on a CD or DVD for the city and for IHPA.

PROPOSAL FORMAT

Although no specific proposal format is required by the City of Belvidere, this section is intended to provide some guidance to the professional consultant on the features the City will look for and expect to be included within the proposal. The city will be receptive to innovative or alternative scopes of services. All submitted proposals shall be formatted as follows.

Part A--Narrative

In general, Part A shall be a description of the professional consultant's team and their qualifications, an organizational chart, together with a list of current active projects and completed similar projects. Knowledge of local Belvidere architecture and history is highly recommended.

For the purposes of evaluating alternate proposals for firms that respond to the Request for Proposals, the City of Belvidere will review (at a minimum) the following proposal components:

The qualifications of the professional firm (see Attachment D for federal requirements for qualifications); firm size; identification of the project team, including resumes of personnel that will be directly involved with the project; past history of work on similar projects (client name, year completed, duration). Where necessary, examples of similar documents may be submitted.

A detailed scope of services. Although the City of Belvidere has attempted to identify the work and services required, this should not constitute a constraint in the development of a scope of services that the professional consultant believes is necessary to meet the City's objective. A project schedule indicating an estimated time for completion of the project. This should include a time line describing all phases of the project, including the photographic portion of the survey together with a schedule for the submission of progress reports, draft survey reports and the final survey report. A recommended project schedule is included in below.

The project must be completed by July 30, 2016.

TIME LINE FOR BELVIDERE INTENSIVE SURVEY

week 1	Prepare, publish and mail RFP
week 4-5	Receive and Review proposals
week 6	Select Candidates and Schedule interviews
week 7-8	Hold Interviews and Select Consultant
week 8-10	Review project area and facilities with consultant; finalize boundaries; agreement and begin
week 11-36	Photograph buildings and objects in the survey area; complete inventory forms
week 36-45	Consultant will complete context and draft survey report; copies to staff and IHPA
week 45-48	Review of draft report and submittal of comments to consultant
week 50	Submittal of Final project
week 54	Submittal of Completion report and grant close out

Part B--Fee

This part of the proposal will be sealed and separate from Part A. It will include the professional consultant's detailed cost estimate to furnish the services detailed in the proposal.

The fee proposal shall contain, but not be limited to the following information that constitutes the fee for costs for completing the project:

1. Proposed hourly rate of principal consultant on the project
2. Proposed hourly rate of the field surveyor and/or assistants on the project
3. Proposed number of hours by principal consultant, field surveyors and assistants to complete the project
4. Proposed cost of materials required for the project including but not limited to film, processing and printing costs, three ring binders, archival quality sheet protectors and negative holders (if utilized) paper, CD's etc.
5. Travel costs to the city for research/field surveying as well as city staff meetings

Part B will not be used in the evaluation of proposals leading to the selection of the top candidate and will not be opened until evaluations of Part A have been completed. The fee proposal will be used as the basis for negotiations leading to the final "scope of services" and "contract fee." Should the evaluation process not result in a clear choice of the top professional consultant, the fee proposal may be used to assist the selection committee in determining its final recommendation.

If the City of Belvidere is unsuccessful in reaching a contract agreement with the top rated professional firm, negotiations will cease and the second rated professional firm will be invited to negotiate with the city.

The City of Belvidere reserves the right to reject any and all proposals and to solicit additional proposals.

The City of Belvidere staff, with the Belvidere Historic Preservation Commission will make a recommendation to the City Council for the selected consulting firm. Based upon the recommendation, the City Council will select a professional consultant to undertake the architectural/historical intensive survey project. Consultants shall also be approved by the Illinois Historic Preservation Agency by written statement.

Proposal Submittal

Proposals shall be submitted in triplicate by **Tuesday, September 22, 2015** to:

Kathy J. Miller, AICP
Interim Planning Director
Belvidere-Boone County Planning Department
401 Whitney Boulevard
Belvidere, IL 61008
815 547-8644

PROCUREMENT OF PROFESSIONAL SERVICES

The Belvidere-Boone County Planning Department’s general method for the procurement of professional services is representative of the competitive proposal process whereby several proposals are reviewed for quality, but the fee is negotiated after the firm has been selected. The following process will be followed in the review and selection of professional architectural or historic preservation consultant on this project.

All proposals will be submitted in two parts—Narrative and Fee—and evaluated by the selection committee.

PART A will be evaluated based on the following criteria:

1. The level of knowledge and experience of the staff that the professional firm or consultant assigns and commits to the project. This should include the educational background and experience of the assigned team. (Points 0-20)
2. The record of specialized experience of the professional firm and project team as demonstrated by performance on similar projects. Submission of examples of these projects is recommended and will be reviewed during the process of evaluation. (Points: 0-20)
3. The degree to which the professional consultant’s scope of service addresses the project’s objective. (Points: 0-40)
4. The professional consultant’s demonstrated familiarity with the local architecture and history. (Points: 0-20)

With due consideration of the evaluations of the proposals, a tentative selection will be made by ranking the proposals. The sealed PART B of the professions consultants will then be opened for inspection. The City of Belvidere will then schedule negotiations with the top ranked consultant leading to the preparation of the Agreement.

If the estimate in PART B of the proposal is shown by a review or other analyses to be improper, or subsequent negotiations are unsuccessful in bringing the fee proposal to an acceptable range, the City will cease discussions with the top rated consultant and initiate negotiations with the next ranked consultant.

Negotiation, Agreement, Compensation

The successful consultant will be advised of the fee negotiating meeting, if necessary. The negotiation and discussion will cover the consultant's cost, including direct costs, indirect costs, and any other costs that are considered reasonable by the City of Belvidere. **It is strongly recommended that the consultant provide the city with a firm fixed fee for the complete project. The total funding available for the project is Thirteen Thousand Five Hundred dollars (\$13,500).** The City of Belvidere and the professional consultant will also agree on the project schedule and any final adjustments in the project requirements at this time.

When all parameters have been agreed upon, the planning department will prepare a City Council Memorandum requesting permission to enter into an agreement for the professional consultant's services. The planning department will inform the remaining consultants that the award has been made to another firm.

The City of Belvidere will reimburse the professional consultant as necessary to complete the requirements of the project. For payment, the professional consultant will be responsible for submitting reports describing in detail the services rendered together with certified invoices to the department. Reimbursements from the Illinois Historic Preservation Agency require a minimum of six weeks for disbursement after the documents have been received. Requests for the final reimbursement (20 percent of the total amount) will not be processed until the Completion Report is approved by the Illinois Historic Preservation Agency.

The chosen consultant shall abide by all federal, state and local laws pertaining to persons with disabilities, prohibition of harassment in the work place, equal employment provisions and ethics restrictions.

ATTACHMENTS

Attachment A

Maps of Survey Area

Phase II Survey Area (2015)

North Priority area with Phase II

Phase I Survey Area 2013

North Priority Area

South Priority Area

Photographs of Phase II Survey Area

Attachment B

Illinois Historic Preservation Agency Survey Requirements

Attachment C

Sample Inventory Form

Attachment D

36 CFR Part 61, Professional Qualification Standards

Attachment E

Belvidere Landmark/Historic District Designation

