

**REQUEST FOR PROPOSALS
CITY OF MINNEAPOLIS**

**CONSULTANT SERVICES FOR
HISTORIC RESOURCES INVENTORY
2008-2009**

I. Project Description

The City of Minneapolis is accepting proposals from qualified consultants to complete a reconnaissance level survey and re-survey of the Seward, Longfellow, Cooper, Howe, and Hiawatha neighborhoods of Minneapolis (see attached map). Minneapolis was surveyed for historic resources in the 1970s and since 2001, portions of the City have been surveyed at a reconnaissance level. This year's survey will help achieve the City's goal of documenting historic resources throughout the entire City over a ten-year period.

The total consultant budget is \$32,000. The project is funded by a \$16,000 Certified Local Government (CLG) grant from the Minnesota Historical Society and a \$16,000 match from the City of Minneapolis. The federal funds are appropriated to the Minnesota Historical Society by the National Park Service, U.S. Department of the Interior.

All work performed shall be consistent with the National Park Service's *Secretary of the Interior's Standards for Archeology and Historic Preservation*, and the *Standards for Identification and Evaluation* (Federal Register, September 29, 1983, as revised, 1995) by qualified professionals meeting the Secretary of the Interior's, *Professional Qualification Standards* (36 CFR 61, Appendix A) and the Minnesota State Historic Preservation Office's *Guidelines for History/Architecture Projects in Minnesota* (July, 2005).

II. Proposed Work Schedule

October 10, 2008:	Publication of Request for Proposals
November 7, 2008:	Proposals due by 4:30 p.m. to: Molly McCartney, Project Manager CPED-Planning, Preservation and Design Team 250 South 4 th Street Room 300, Public Service Center Minneapolis, MN 55415
End of November, 2008:	Contractor selected
December, 2008:	Pre-contract meeting with selected consultant
May, 2009:	Draft report due to CPED-Planning
July 15, 2009:	Final deliverables due to CPED-Planning.

III. Background

The City of Minneapolis received its CLG status in 1985. Since that time, it has applied for and received CLG grants for survey, context development, and nomination preparation. Prior to obtaining CLG status, the City was surveyed for potentially eligible properties. This inventory became the basis of site files located in the Planning Division of the Minneapolis Community Planning and Economic Development Department.

From the time CLG status was acquired until 1988, grants were used for context studies and the completion of individual and district landmark designations. From 1989 to 1991, the Heritage Preservation Commission (HPC) and the Planning Department applied for and received CLG funding to develop a three-phased preservation plan. The plan was developed to guide future survey and documentation efforts and to aid in the evaluation, registration, and protection of significant architectural, historical and cultural resources throughout the City. A significant recommendation of the 1990 Preservation Plan was the completion of a reconnaissance level survey of the entire City. Since 2001, Minneapolis has utilized CLG funding toward completion of that goal. To date, approximately 60 percent of the city has been re-surveyed. The current project moves the City closer to completing the overall re-survey of the entire city.

Through earlier efforts, the City of Minneapolis identified and designated local historic resources in the survey areas including several local individual landmarks and two local historic districts – the Milwaukee Avenue Historic District and the Minnehaha Historic District. For more information, see <http://www.ci.minneapolis.mn.us/hpc/landmarks/map-south.asp>.

IV. Project Area and Survey Design Requirements

The project area for the 2008-2009 survey includes the area bounded by East Franklin Avenue on the north, the West River Road on the east, Godfrey Boulevard on the south, and Minnehaha Avenue on the west. The project area includes the Seward, Longfellow, Cooper, Howe, and Hiawatha neighborhoods. It covers approximately 2,500 acres with approximately 8,500 parcels.

CPED-Planning Preservation staff will provide the consultant with a list of the addresses, owners, and property identification numbers for each property in the survey area. The consultant will also have access to existing site files, Geographic Information Systems (GIS) layer files, and context studies throughout the duration of the contract.

The following considerations should be incorporated into the proposal:

1. Re-assessment of Existing Survey Data

The consultant will be responsible to review all pertinent context studies, site files, previous resource surveys, and potential historic resources in the CPED-Planning preservation files. Additional local repositories including, but not limited to, the Minneapolis Collection at the downtown public library and the Hennepin County History Museum should be utilized for the development of historic context and resources such as historic photographs prior to the beginning of fieldwork. Appropriate information from the Minnesota State Historic Preservation Office site files for this particular survey area should also be incorporated into the current project.

2. Inference Mapping

Prior to conducting research in the field, the consultant will be expected to work closely with CPED-Planning's Preservation and Design team to conduct inference mapping in the project area. Inference mapping harnesses the power of the City's GIS-based knowledge of existing conditions in the project area as a way to develop strategy for how reconnaissance level survey is carried out in the field. By developing a series of leading questions, existing geographic data such as age, size, and use of structures can be sorted and mapped to help establish priorities for where survey energies should be concentrated. Consultant submissions should define how the pre-screening of spatial data will play a role in identifying and targeting historic resources and how inference mapping is best incorporated into the overall methodology and timeframe of the survey project.

3. Significance and Integrity

In the proposal, consultants should describe what conventions will be used for reviewing properties within the project area, how the survey will be conducted, how historic integrity and historic significance will be determined in a systematic way across the project area, what thresholds and benchmarks will be utilized, and how decision-making throughout the project will be documented.

The following definitions are established in the Minneapolis Preservation Ordinance and should be considered when preparing proposals. Additional notes are also for consideration:

Property: "Any land, building, structure or object, surface or subsurface area, natural or landscape feature." It is important to note that CPED aims to accomplish a survey that goes beyond individual buildings alone; one that considers and documents all manner of potential historic resources within the project area.

Historic resource: A property that is believed to have historical, cultural, architectural, archaeological or engineering significance and to meet at least one of the (seven) criteria for designation as a landmark or historic district (in the preservation ordinance).

Integrity: "The authenticity of a landmark, historic district, nominated property under interim protection or historic resource evidenced by its location, design, setting, materials, workmanship, feeling or association." Properties to be surveyed should meet one or more of the established aspects of integrity.

Significance: Significance of properties should be based on the criteria for local designation:

1. The property is associated with significant events or with periods that exemplify broad patterns of cultural, political, economic, or social history.
2. The property is associated with the lives of significant persons or groups.
3. The property contains or is associated with distinctive elements of city identity.
4. The property embodies the distinctive characteristics of an architectural or engineering type or style, or method of construction.
5. The property exemplifies a landscape design or development pattern distinguished by innovation, rarity, uniqueness or quality of design or detail.
6. The property exemplifies works of master builders, engineers, designers, artists, craftsmen, or architects.

7. The property has yielded, or may be likely to yield, information important in prehistory or history.

Properties considered significant should also meet at least one of the four National Register criteria for eligibility. Further information is available in the National Register of Historic Places Bulletin, *How to Apply the National Register Criteria for Evaluation*, (1990, revised 2002).

Resources that have integrity but are less than 50 years old should be evaluated in accordance with National Register Criteria Exception G (properties that have achieved significance within the past 50 years). The Minneapolis Preservation ordinance does not restrict potential significance by a 50-year age requirement; properties that are less than 50 years old but at least 30 years old and having exceptional integrity should also be evaluated.

4. Public Meetings

The consultant will be required to lead three (3) public meetings, each of which will be held in the project area. Consultants should propose when these meetings will occur during the project timelines, what the goals and objectives for each meeting will be, and how the substance and information at these meetings will be folded into the larger project.

V. Deliverables: Contract Requirements

The final product is an historic resources survey of the mapped area of Minneapolis that includes these neighborhoods: Seward, Longfellow, Cooper, Howe, and Hiawatha (see attached map).

The final product must conform to the standards and guidelines specified in the current Minnesota SHPO's *Guidelines for History/Architecture Projects in Minnesota* (July 2005). The survey and nominations will meet the following requirements as described below:

1. Photography

Digital Photography Specifications. Digital images may be used for inventory forms and reports and will be taken for all surveyed properties. Printed images should be minimally 4 inches in width by 2.66 inches in height. Four copies of all digital images will be provided on CD for submission to CPED-Planning Preservation staff and SHPO with final products. Images on the CD should have a minimum resolution of 300 dpi. Preferred formats are JPEG or TIFF. The following information must be provided for images on the CDs of digital images:

Creator: Organization or person primarily responsible for the image
Subject: Subject of image, e.g. inventory number and property name, address
File Format: JPEG or TIFF
Date: Date of image

2. Inventory Forms. All forms will be typed and numbered according to the established SHPO numbering system (for Hennepin County the number system is HE-MPC-xxxx; see Appendix E of SHPO Guidelines). Each form will contain an original photograph of the property using one of the two

contact sheets with the sheet identification number written on back of each frame (see Appendix G of SHPO Guidelines).

Each form will also contain a property identification number (PIN) and township/range/section information for each surveyed property. Data from current SHPO inventory forms for Minneapolis should be incorporated into the inventory forms prepared by the City. Data from Planning Division historic property files must also be incorporated.

Forms will be filled out completely. UTM coordinates are also required. The consultant will prepare individual file folders on all properties that appear to meet at least one of the criteria for local and/or National Register designation. These folders will include the survey forms with photographs, location maps and all supporting documentation. All surveyed properties must have a copy of the original building permit if available.

3. Computer Database. The consultant will use the database provided by the CPED Planning Division. All survey information must be incorporated into the inventory forms. If the consultant so chooses, this can be done in the field. Properties that appear to meet at least one of the local and/or National Register criteria for designation must be surveyed.

4. Maps. All individual properties surveyed must be platted by site number on a plat map of the survey area. Non-contributing resources in the survey area should also be indicated on the map. Existing landmarks, potential landmarks, and potential historic districts will also be mapped, with contributing resources and potential boundaries indicated. GIS files should also be provided.

5. Final Report. This report must conform to the Secretary of the Interior's Standards and Guidelines for reporting identification results (see *Federal Register* pages 44721-44723), and the Minnesota SHPO's *Guidelines for History/Architecture Projects in Minnesota* (July, 2005). A statement providing the total number of properties inventoried and the total acreage surveyed must be included in the abstract or summary.

The report will include historic context/research information about the area surveyed; incorporation of existing research and context studies; historic photographs; and a current photograph of all surveyed properties that are considered eligible for city or National Register designation. The final report shall include sections that describe the significant events, historic land use patterns, architectural styles, and people of this area.

The format and content of the final report will be further determined and approved in consultation with the CPED – Planning Preservation staff. Twelve (12) bound copies and two unbound copies will be submitted. Bound copies should be bound with a GBC binding. Two computer disk copies of the inventory database and the narrative report must also be submitted.

VI. Proposals

Proposals must contain the following:

1. Work Plan and Methodology. An overview of the project and fully developed proposal for the work program must be included in the proposal. Applicants should describe what conventions

will be used for reviewing properties within the project area, how the survey will be conducted, how historic integrity and historic significance will be determined in a systematic way across the project area, what thresholds and benchmarks will be utilized, and how decision-making throughout the project will be documented.

2. Staffing. Applicant(s) should note how tasks will be completed and by whom, including interaction with city staff. If submitted by a team, the proposal should include the name of the team leader, the composition of the team and their rationale for selection, and the qualifications/resumes and experience of each team member. Principal team members must meet the Secretary of the Interior's Standards Professional Qualifications as defined in the Federal Register of 9-29-83, as amended. Examples of completed work for comparable projects should be included.

3. Budget. The total consultant budget for the completion of the survey area (see map) is \$32,000. The budget should include a cost breakdown for each of the proposed activities, project hours for each member, and a statement as to how the project will be billed.

4. Timeline. All proposals should indicate a beginning date, a project schedule that identifies major tasks to be accomplished and when (including revision time prior to final submission), and anticipated delivery date for the final product. CPED-Planning Preservation staff will arrange a meeting between the staff, Minnesota Historical Society staff, and the consultant upon consultant selection to ensure that the consultant understands the project scope. All work must be completed by the consultant by July 15, 2009.

5. References. Please include projects, names, addresses, and telephone numbers of references.

VII. Submission of Proposals

Five (5) copies of the proposal in an 8 1/2" x 11" format must be received no later than the close of the business day November 7, 2008 (4:30 p.m.)

Proposals should be submitted to:

Molly McCartney, Project Manager
CPED-Planning, Preservation and Design Team
250 South 4th Street
Room 300, Public Service Center
Minneapolis, MN 55415

Late or incomplete proposals will not be considered. The contractor or an authorized member of the team must sign the proposal. Prices and terms of the proposal must be valid for the duration of the contract.

VIII. Selection of Consultant

CPED-Planning Preservation staff will review all proposals. Finalists may be contacted for an interview. The CPED-Planning Preservation staff will make the selection of the consultant. Criteria used in the evaluation of the proposals will include, but are not limited to, the following:

- Quality, completeness, and clarity of proposal and methodology
- Demonstrated understanding of the project area and requirements
- Organization, management, and technical approach to the project
- Demonstrated experience in technical expertise required to complete the project
- Staff qualifications and experience
- Demonstration of capacity to successfully complete the project
- Itemization and allocation of resources in relation to the tasks outlined in the proposed project scope
- Cost to provide the requested services and deliverables
- Review of references
- Proof of insurance will be required

IX. Right to Cancel

Request for Proposals does not obligate the City of Minneapolis to complete the project; the City reserves the right to cancel the project if such a cancellation is considered to be in the City's best interest.

Information about the previous survey information, previous context studies, the preservation ordinance, and a list of locally designated properties is available through the Minneapolis CPED-Planning Division. All questions regarding this RFP should be directed, **in written form only**, to:

Molly McCartney, Project Manager
CPED-Planning, Preservation and Design Team
250 South 4th Street
Room 300, Public Service Center
Minneapolis, MN 55415

E-mail address:

Molly.McCartney@ci.minneapolis.mn.us

All questions regarding this request for proposal are due no later than November 7, 2008. Questions will be answered in writing and posted on the CPED website (<http://www.ci.minneapolis.mn.us/cped/rfp.asp>). The department contact cannot vary the terms of the RFP.

City of Minneapolis

Historic Resources Survey Area

2008-2009

