



CITY OF NAMPA, IDAHO

REQUEST FOR PROPOSALS

FOR THE PROVISION OF PROFESSIONAL SERVICES FOR  
CITYWIDE HISTORIC PRESERVATION PLAN

Designated contacts for this Procurement:

Morgan Treasure

Economic Development Department

Arts & Historic Preservation Commission

(208) 468-4448 [treasurem@cityofnampa.us](mailto:treasurem@cityofnampa.us)

Released: Friday, June 28, 2019

**SUBMISSIONS DUE: Friday, August 23, 2019 at 3:00 p.m.**

## **SECTION 1: PURPOSE**

**1.1** The City of Nampa hereby requests proposals from qualified Historic Preservation Consultants to produce a comprehensive Historic Preservation Plan for the City of Nampa. The purpose of the Preservation Plan is to develop a management protocol that outlines Nampa's current historic preservation program, its benefits, issues, and challenges as well as provide an assessment of its policies, procedures and operations. Minority Business Enterprises and Women's Business Enterprises are encouraged to submit proposals. This project is made possible by the Certified Local Government Program, administered by the Idaho State Historical Preservations office, the National Park Service, and Department of the Interior.

## **SECTION 2: PROJECT DESCRIPTION:**

**2.1** The City of Nampa (City) solicits responses to this Request for Proposals (RFP) in order to select a Consultant to produce a Historic Preservation Plan (HPP) for the City. The purpose of developing the HPP is to evaluate the current historic preservation program, make recommendations for improvement and to develop a management protocol in order to optimize implementation of the plan. The HPP shall be consistent with existing plans such as the Idaho State Historic Preservation Plan, the Nampa 2030 Master Plan and other applicable design guidelines and city ordinances.

The successful consultant may include a single firm or team of firms with the necessary experience and knowledge to provide the expertise to achieve the scope of services described in this RFP. The single firm, or team of firms, shall demonstrate their expertise and experience in all areas of historic preservation including but not limited to design guidelines, preservation commission process and procedures, land use and preservation law; compliance with federal and state preservation law and regulations; urban design; preservation financial incentives; economic and real estate market analysis, strategic planning, city planning, preservation architecture, design guidelines, zoning and land-use planning, and stakeholder engagement.

Per funding rules, the HPP must be completed and submitted to the Idaho State Historic Preservation Office by **May 31, 2020**. Qualified firms shall demonstrate proven history of experience in the development of preservation plans addressing historic preservation, revitalization and redevelopment, strategies and implementation of their historic preservation programs. The consultant will engage key-stakeholders, decision makers, community leaders and staff to develop a substantive and informative document. The consultant will work with the parties to develop task oriented and prioritized short and long-term goals and objectives to consider current and future growth of the program. Issues that will need to be addressed include but are not limited to: suggested ordinance revisions; suggestions for community outreach and education; and the role and duties of city staff and Arts & Historic Preservation Commission (AHPC) and other government entities and community stakeholders with interest in the historic district. The HPP will detail how key players can work together to increase the

effectiveness and efficiency of city preservation and resolve conflicts with other city policies and programs.

## **2.2 Goals & Objectives**

The HPP will create a clear path to strengthening the City's historic preservation program through a long-term vision and a set of practical and achievable strategies for improving the City's historic preservation program and ethic within the community. The HPP will also build on past successes by acknowledging the role historic preservation plays in shaping the city's urban form and character, in contributing to the city's overall economic development, and in sustaining a high quality of life for all Nampa residents, businesses, and visitors.

The HPP will bring together in one document, the many and diverse initiatives, programs, needs, opportunities, goals, and principles related to the preservation of Nampa's built environment. The HPP will be used as a work program to change and streamline current historic preservation efforts, as well as a guideline for future planning and development efforts and will reflect input from a broad range of partners, including preservation advocates, business interests and development advocates.

The HPP will encompass a five to ten year period and include, but not be limited to, the following components:

- Assessment and summary of existing preservation planning program including economic factors, stakeholders, current issues and existing tools;
- An analysis of the current city of Nampa preservation program including:
  - o A review of all ordinances pertaining to preservation planning;
  - o Review of all processes and procedures used in preservation planning;
  - o Legal requirements associated with the program including CLG status, Section 106 Review and any other such requirements
- Strategies and recommendations for development and implementation of an education/public relations program and tools that include heritage tourism, internal and external communication plan and interfacing preservation advocacy;
- Review and suggest strategies and programs for the historic district as a whole and for individual buildings that are architecturally and historically significant
- Review and recommend data management and documentation for the preservation resources and program.

### **SECTION 3: RECEIPT OF PROPOSALS:**

**3.1** Three (3) bound paper copies and one electronic copy in a Portable Document Format (PDF) of the Proposal marked "Proposal Enclosed- Citywide Historic Preservation Plan", must be received no later than Friday, August 23, 2019 at 3:00 p.m. at the following address (late proposals cannot be accepted):

City of Nampa  
Economic Development Department  
9 12th Ave S  
Nampa, ID 83651

**3.2** The proposals submitted will be the documents upon which the City of Nampa will make its initial judgment regarding each proposer's qualifications, methodology, and ability to provide the services contemplated by the contract.

**3.3** The Consultant's response to this Request for Proposals RFP should provide enough detail for each task and/or phase of the work proposed so as to enable the evaluation / selection committee to assess methodologies and overall approach to be used by the Consultant in the development of the HPP. The Consultant's response to this RFP will detail those tasks and/or phases of work to be conducted and completed by May 31, 2020 and will reflect the Consultant's understanding of the project, experience with preparing similar plans, and best practices for long-range downtown planning requirements

**3.4** Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by the City to reimburse any firm or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by the City, or participating in any selection interviews.

**3.5** Submission of any proposal indicates an acceptance of the conditions contained in this RFP unless the submitted proposal clearly and specifically states otherwise.

**3.6** The City of Nampa reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities and to disregard all non-conforming, non-responsive or conditional proposals.

**3.7** The City of Nampa reserves the right to award the collection services work, in whole or in part, to one or more collection agencies or firms.

**3.8** Any award of the work contemplated by this RFP shall be conditioned on the later execution of a formal written contract. The City of Nampa reserves the right to revoke or

rescind any award at any time prior to the full execution of a formal written contract. A sample professional services agreement is available upon request.

**3.9** Respondents shall avoid submission of marketing materials.

**3.10** All information submitted in response to this RFP is subject to the Freedom of Information Law (FOIL), which generally mandates the disclosure of documents in the possession of the City upon the request of any person unless the content of the document falls under a specific exemption to disclosure.

#### **SECTION 4: QUALIFICATIONS OF PROPOSER:**

**4.1** Each Proposer shall provide a statement of qualifications including:

- (a) A brief history and description of the firm submitting the proposal.
- (b) Identification of the firm's professional staff members who will be assigned to this engagement if the firm's proposal is selected. Provide details of each professional staff member's qualifications, including years and types of experience, education, accomplishments, etc. Specify the extent of the availability and commitment of each such professional staff member who will be assigned to this engagement if the firm's proposal is selected.
- (c) The Proposer must meet the Secretary of the Interior's Professional Qualifications Standards, 36 CFR 61, in Architecture/Historic Architecture, [https://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](https://www.nps.gov/history/local-law/arch_stnds_9.htm).
- (d) The Proposer must exhibit appropriate skills and qualifications in the field of historic preservation, including demonstrated project management skills and previous experience with local, state and federal applications and review processes.
- (e) The Proposer should provide background and professional qualifications as well as, examples of similar successfully completed projects with project references.
- (f) At least one reference from a client or professional contact that can verify your professional capacity to complete the project
- (g) A signed cover letter from a person within the firm who is authorized to make representations on behalf of the firm and to bind the firm.

- (h) Any additional information which would serve to distinguish the firm from other firms submitting proposals such as examples of services provided similar to the services contemplated by this RFP, any special expertise or experience of the firm, technical preferences or requirements, etc.

**4.2** Minority Business Enterprise and Women’s Business Enterprise are highly encouraged to submit proposals.

**4.3** The City of Nampa may make such inquiries it deems necessary to determine the ability of each proposer to perform the services contemplated by this RFP. Proposer shall promptly furnish all information and the City may subsequently request data for this purpose.

## **SECTION 5: SCOPE OF SERVICES:**

The HPP process will be led by a project team including staff of the City of Nampa Economic Development and other pertinent City of Nampa departments. In addition to the specific services detailed below, the Consultant Team shall coordinate with the City of Nampa the documented scope of services contained herein, participate in team conference calls and meetings, and provide timely invoicing and reporting of project progress.

A hard copy of the final HPP must be submitted to the Idaho State Historic Preservation Office by **May 31, 2020**.

At a minimum, the project will include the following tasks and plan elements:

### **5.1 Project Tasks**

#### *Task 1 - Project Initiation*

Immediately upon endorsement of the Notice to Proceed, the consultant will meet with City of Nampa staff, the Arts & Historic Preservation Commission and the Preservation Plan Committee, as established, to review and refine the project work plan and goals, deliverables, timetables, etc.

Deliverable(s):

- Written minutes and/or summary of all meetings held.
- Copies of all project schedules and work plans.

### *Task 2 – Review Inventory and Assessment of Existing Buildings and Properties*

The consultant shall review existing inventory and assess the relative significance of all extant historic resources data and associated surveys, reports, studies, plans, publications, mapping and property data.

The inventory shall also assess the existing status of all known historic properties within the City of Nampa including:

- a) Known properties that are listed on the National Register of Historic Places as an individual property or as part of a district;
- b) Locally designated buildings; and
- c) Properties eligible for the National Register of Historic Places.

Deliverable(s):

- Written summary and/or presentation of all inventory and findings.

### *Task 3 – Historic Context Statement and Overview*

The consultant will develop a historic context statement and overview of the history of Nampa and its historic resources that identifies the broad patterns of historic architecture and development of the community and historic property types, such as buildings, sites, structures, objects or districts, which may represent these patterns of development. In addition, the historic context statement will provide direction for evaluating historic significance and integrity in protecting significant historic resources.

Deliverable(s):

- Written summary and/or presentation of all findings.

### *Task 4 – Assessment of Existing Preservation Program*

The consultant shall assess the City's existing preservation planning program including current issues, stakeholders, economic factors and existing tools. This assessment will at minimum include an analysis of:

- Local preservation ordinances, design guidelines, historic resource inventories, brochures, and activities of the AHPC;

- Legal requirements associated with the program including Certified Local Government status and Section 106 and ramifications of non-compliance;
- Review the existing process to survey and inventory potential and existing Historic District and individual Landmarks. ;
- All procedures, processes and related to historic district designations, AHPC structure and Design Review.

The consultant should address these specific concerns:

- Policies, procedures, roles and responsibilities of the AHPC
  - o The role of the AHPC in the proposal and oversight of future National Register nominations and updates;
  - o The structure of the AHPC in terms of numbers, background, guidelines, recruiting, term lengths and evaluation;
  - o Process for streamlining and updating Design Review Guidelines;
  - o Design Review Guidelines for new construction in a Historic District;
  - o Guidelines in applying the ordinance in a clear and consistent manner amongst different parts of the city;
  - o Training for AHPC members such as Interpretation and Application of Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Development of Education/Outreach Program
  - o Creation of educational materials such as illustrated design guidelines and brochures for use in the historic district. Information includes technical assistance, good preservation practices and historic preservation incentives;
  - o Review methods of promoting the role of the AHPC within the community
  - o Review of existing or potential technical resources and their availability to the community;
  - o Make recommendations for Best Practices publications and resources.

- Roles and responsibilities of City staff.
  - o Identify the role(s) of the City Staff and AHPC;
  - o Review Inter-Departmental communication as it relates to historic structures such as Notifications of Permits issued and reporting of, Change of Use, Unsafe Building issues, structure fires and other emergency issues in the historic district to City staff and AHPC;
  - o City-wide communication policies for major or contentious projects.

Deliverable(s):

- Summary of the City’s existing preservation program.
- Make recommendations for Historic District and Landmark survey and inventory updates, examine creation of databases, identify resources and areas throughout the City for new State and National Registers nominations; Identify existing historic districts and individually listed landmarks for survey and national register updates.
- Make recommendation for the creation of a historic buildings database
- Make recommendations for developing and creating a Best Practices and Web Resources webpage.
- Make recommendation for promoting the role of the AHPC in the Design Review/P&Z process.

*Task 5 – Recommended Goals and Objectives*

The consultant shall identify definitive goals and objectives of the AHPC, including the development of a Preservation Philosophy / “Why Preservation Matters” statement.

Deliverable(s):

- Preservation Philosophy statement.
- List of Goals and objectives of Preservation Plan.

*Task 6 - Draft HPP and Implementation Strategy*

The consultant shall produce a draft HPP that will develop a strategy and projected timeline for implementation of the final HPP. The draft will also set the goals and objectives therein.

Deliverable(s):

- Draft Historic Preservation Plan

*Task 7 – Public Review of Draft Plan*

The consultant shall present the preliminary finding and draft implementation strategy to the public and stakeholders, consisting of at least one public meeting with the Arts & Historic Preservation Commission.

Deliverable(s):

- Written minutes and/or summary of all meetings held.

*Task 8 – Final Document and Implementation Strategy*

The goal of the completed HPP is to serve as a management document that provides concrete strategies with short, medium and long-term goals and implementation steps that will improve the preservation program over the next 5 to 10 years. To that end, the HPP is to include an appropriate level of analysis and phased recommendations for regulations, investment and public-private partnerships. Project tasks should be fully outlined and recommended tasks clearly demonstrated in the proposed scope of services to be submitted by the Consultant.

The Consultant will be responsible for writing the plan, producing graphic illustrations, renderings and photographs, graphic formatting and design, art direction and otherwise producing the final plan document. It is incumbent upon the Consultant to propose the type and level of specificity of graphic illustrations to be developed as a part of the plan that will best convey plan elements. Proposed deliverables associated with each task and/or phase as proposed are to be clearly outlined in Consultant's response.

The consultant shall present the final HPP and implementation strategy/timeline to the AHPC and other pertinent city departments and elected or appointed officials.

## **SECTION 6: PROJECT DELIVERABLES:**

The Consultant will be responsible for writing the plan, producing graphic illustrations, renderings and photographs, graphic formatting and design, art direction and otherwise producing the final plan document. It is incumbent upon the Consultant to propose the type and level of specificity of graphic illustrations to be developed as a part of the plan that will best convey plan elements. Proposed deliverables associated with each task and/or phase as proposed are to be clearly outlined in Consultant's response

In general, deliverables shall include:

- Minutes of all project review team, stakeholder and public meetings including items discussed, materials distributed presentations, and understandings or agreements reached and next steps.
- All materials developed photographs, renderings or illustration, developed as part of the Historic Preservation Plan.
- Draft Historic Preservation Plan.
- Final Historic Preservation Plan.

### **6.1 Required Form and Copies**

Materials shall be delivered in the following quantities and formats:

- Electronic files of all submissions, in native format and Portable Documents Format (PDF).
- One flash drive containing all images and electronic files of the project.
- Ten bound hard copies of the final Historic Preservation Plan.

## **SECTION 7: WORK PROPOSAL:**

**7.1** Address the Scope of Services referenced in Section 5 above, including a detailed work plan and project approach that includes task definitions and methodology, milestones, and project schedule.

## **SECTION 8: COST PROPOSAL:**

**8.1** Provide the proposed fee for each of the services set forth in Section 5 above.

**8.2** The total budget for the Historic Preservation Plan is \$7,500; proposals shall not exceed the budget.

**8.3** Clearly set forth in detail any and all additional expenses for which reimbursement is expected. The proposal must, however, provide a guarantee that no additional fees will be charged to the City of Nampa without prior written consent by the City.

## **SECTION 9: CONTRACT:**

**9.1** The contract period for the services contemplated by this RFP will be through September 30, 2020. The term of the contract shall commence upon the awarding of the contract through September 30, 2019.

**9.2** The selected proposer(s) will be required to execute a contract with the City of Nampa. A sample City of Nampa Professional Services Agreement is available upon request. The City of Nampa will have the right to terminate the contract at any time, with or without cause, upon thirty (30) days written notice.

## **SECTION 10: PROPOSAL EVALUATION:**

**10.1** Proposals shall remain valid until the execution of a contract by the City of Nampa.

**10.2** Proposals shall be examined and evaluated by City of Nampa staff and the AHPC to determine which Proposal provides the most favorable system in the most cost effective manner. The Proposal shall be thorough, comprehensive, detailed and meet the requirements of this RFP. A recommendation will be made to the Mayor for a contract award to the Proposal with the overall best qualified proposal based on all the following criteria:

- Proposer's demonstrated capabilities, professional qualifications and experience;
- The wherewithal of the proposer(s) to render the requested services to the City;
- The total proposed cost; and
- The completeness of the proposal.

**10.3** The selection of a proposal will not be based solely on a monetary evaluation. Considerable weight will be given to experience in the areas required and the track record of the proposer(s).

**SECTION 11: ALTERNATIVES:**

11.1 Proposals may include alternative matters or items not specified or requested in this RFP. However, all such alternatives matters or items must be listed separately from the proposal and the cost(s) thereof must be separate and itemized.

**SECTION 12: INDEMNIFICATION:**

**12.1** The selected proposer will be required to defend, indemnify and save harmless the City of Nampa and its officers, employees, and agents, from and against all claims, damages, losses and expenses (including without limitations, reasonable attorney’s fees) arising out of, or in consequence of, any negligent or intentional act or omission of the selected proposer, its employees or agents, to the extent of its or their responsibility for such claims, damages, losses and expenses.

**SECTION 13: SPECIFICATION CLARIFICATION:**

**13.1** All inquiries with respect to this Request for Proposals shall be in writing directed to the individuals below:

*For project specific clarifications:*

Morgan Treasure AHPC Staff

Economic Development Department

9 12th Ave S

Nampa, ID 83651

treasurem@cityofnampa.us

**13.2** All questions about the meaning or intent of the specifications shall be submitted in writing to the individuals referenced above in Section 13.1. Replies will be issued by Addenda mailed or delivered to the party who submitted the inquiry(ies), and will be posted on the City’s website at <https://www.cityofnampa.us/1264/2019-Historic-Preservation-Plan-RFP> Questions received less than four (4) business days prior to the date of submission of proposals will not be answered. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.

**13.3** Any changes, additions, or deletions to this RFP will also be posted on the City’s website: <https://www.cityofnampa.us/1264/2019-Historic-Preservation-Plan-RFP>, along with the electronic version of this RFP. Respondents are urged to check the City’s website frequently for notices of any clarification of or changes, additions, deletions to this RFP.

OTHER THAN THE CONTACTS IDENTIFIED ABOVE, PROSPECTIVE RESPONDENTS SHALL NOT APPROACH THE CITY’S EMPLOYEES DURING THE RESTRICTED PERIOD OF THIS RFP PROCESS ABOUT ANY MATTERS RELATED TO THIS RFP OR ANY QUALIFICATIONS SUBMITTED PURSUANT THERETO.

**SECTION 14: MODIFICATION AND WITHDRAWAL OF PROPOSALS:**

**14.1** Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that a proposal must be executed) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.

**14.2** If within twenty-four (24) hours after the proposals are opened, any proposer files a duly signed written notice with the City of Nampa and promptly thereafter demonstrates to the reasonable satisfaction of the City that there was a material and substantial mistake in the preparation of his proposal, that proposer may withdraw his proposal. Thereafter, that proposer will be disqualified from further proposal on the work.

**SECTION 15: SUBMISSION REQUIREMENTS:**

**15.1** All proposers shall be required to submit a complete proposal. As outlined in this RFP, all proposals shall include the following:

- (a) Statement of Qualifications as outlined in Section 4.
- (b) Work proposal as outlined in Section 7.
- (c) Cost proposal as outlined in Section 8.

**15.2** Failure to include all of the above items may result in the proposal being considered nonresponsive.

## **Appendix A: Proposed Timeline**

The timeline below is based on the latest dates that follow CLG funding rules and allow for proper public notice and procedure. Accelerated timelines are acceptable, but may have to be adjusted based on public meeting schedules and legal notice requirements.

- *September 2019*- Execute Contract
- *January 2020* – Review Draft Plan with Arts & Historic Preservation Commission
- *March 2020*– Final Draft presented for approval by AHPC to recommend adoption by City Council
- *April 2020*– Plan Submitted to State Historic Preservation Office
- *May 2020*- Complete any changes recommended by SHPO and/or close-out and complete project