

Request for Proposals for the *City of Lawrence Oread Neighborhood Design Guidelines*

I. Proposal Information:

Project Overview

The City of Lawrence is soliciting written statements of proposal from individuals and/or firms qualified to create *The City of Lawrence Oread Neighborhood Design Guidelines* in Lawrence, Douglas County, Kansas. The area contains approximately 239 acres and includes two National Register of Historic Places districts. The completion of this project will aid the Lawrence/Douglas County Metropolitan Planning Department in the review of projects located in the Oread Neighborhood, the Hancock Historic District and the Oread Historic District. Information on the identification, evaluation, documentation, and preservation of historic resources in Lawrence is outlined in the Preservation Plan Element of Horizon 2020. This document may be found at <http://www.lawrenceplanning.org/hr-hp.shtml>.

The Oread Neighborhood Plan recommends the implementation of 5 overlay districts. Overlay districts are zoning overlays that are used in conjunction with the base zoning districts and include design guidelines. The overlay districts are tools for dealing with special situations for accomplishing special zoning goals. This plan recommends 2 different types of overlay districts, the Urban Conservation Overlay District and the Historic District Overlay. The overlay districts are intended to: encourage development that conforms to the size, orientation and setting of existing buildings in a neighborhood or area; reduce the need for zoning variances for development that conforms to the size, orientation and setting of existing buildings in a neighborhood or area; provide building setbacks, lot dimensions and related physical characteristics; foster development that is compatible with the scale and physical character of original buildings in a neighborhood or area through the use of development/design standards and guidelines; and conserve the cultural resources, historic resources and property values within an identified neighborhood or area. The Oread Neighborhood Plan may be found at <http://www.lawrenceks.org/pds/lr-areaplans> .

This project will be completed according to the guidelines and regulations established by the National Park Service and the Kansas Historical Society.

Consultants must submit a proposal for the entire area.

All activities and products will be in accordance with the Secretary of the Interior's Standards and guidelines for survey, planning, and National Register nominations, the National Park Service's *Historic Preservation Fund Grants Manual*, and the Kansas *2011 Historic Preservation Fund Products Manual*.

Proposals, letters of interest, or questions should be addressed to the Lawrence Historic Resources Administrator at the following address:

Lynne Braddock Zollner, Historic Resources Administrator
Lawrence/Douglas County Planning Office
Lawrence City Hall
P.O. Box 708, 6 E. 6th Street
Lawrence, Kansas 66044-0708

Electronic submittals will be accepted and should be mailed to lzollner@lawrenceks.org .

A minimum of five site visits will be required.

Any Contract awarded will be based on an evaluation of the technical merits of the proposal. Staff may elect to interview highest ranking firms prior to selecting a firm.

The City of Lawrence reserves the right to reject any proposal not complying with the requirements outlined in this Request for Proposals (RFP), or may opt not to do the project at all. Additionally, the City may choose to contract with more than one consultant to complete the project. The grant allowance for the contractor for this project is \$30,000.

Proposals must be received in the Lawrence/Douglas County Planning Office by 5:00 p.m. on December 1, 2011.

The City of Lawrence expects to award the contract by mid December 2011.

II. Minimum Specifications:

Scope of Work

The consultant will provide a complete document containing design guidelines for all areas identified in the Oread Neighborhood Plan. The plan identifies five proposed overlay districts for the neighborhood. The guidelines shall include detailed design guidelines for rehabilitation, new construction, and signage with photo illustrations, illustrated drawings, examples of specific guidelines, the *Secretary of the Interiors Standards for Rehabilitation*, the *Standards and Guidelines for Evaluating the Effect of Projects on Environs*, and maps indicating the boundaries of the National Register districts (identifying contributing and non-contributing properties) and their environs, and the proposed Historic and Conservation Overlay districts. The guidelines should address alterations to the existing density and dimensional standards for the area if identified. The final product shall be in a digital format that can be altered when necessary by the City of Lawrence. Examples of existing design guidelines documents for the City of Lawrence may be found at <http://www.lawrenceks.org/pds/hr-downtowndesign> .

All work is to be completed by August 30, 2012.

There will be five (5) products that are required for this project:

1. A minimum of two (2) Design Charrettes to identify elements of good design and compatible architecture for the project area.
2. A minimum of three (3) public meetings with property owners and residents of the Oread Neighborhood to explain the process, determine appropriate standards and guidelines, and present the draft and final product.
3. A *City of Lawrence Oread Neighborhood Design Guidelines* document, in digital and paper format, including development standards, design standards, photographs, illustrated drawings, and maps indicating the boundaries of the National Register districts (identifying contributing and non-contributing properties) and their environs, and the proposed Historic and Conservation Overlay districts.
4. A project methodology report which meets the requirements of the State Historic Preservation Office and outlines the process used in the research, public participation and

drafting of the guidelines.

5. A project completion report that identifies all of the final project activities and expenditures.

All photos, research materials and additional photographic and archival materials collected as part of the research and writing process are to be submitted to the City of Lawrence, Lawrence/Douglas County Metropolitan Planning Office, at the conclusion of the project, and will become the property of the City.

Certification, Specifications and Format of Final Products:

The consultant is required to meet the Secretary of the Interior's *Professional Qualification Standards* in the areas of History or Architectural History—see http://www.nps.gov/history/local-law/arch_stnds_9.htm. Applicants will be evaluated based upon previous work experience, examples of work, the ability to complete the project during the contract period, and other criteria as may be deemed appropriate by the Historic Resources Administrator.

The consultant, in conjunction with the Historic Resources Administrator, is responsible for providing the five (5) products outlined under the Scope of Work in a final and acceptable format to the City of Lawrence as determined by the Historic Resources Administrator.

All products shall be provided in both hard copy and a computer format that is compatible with Microsoft Word 2007 or other agreed upon format.

Consultant and City Responsibilities:

The City of Lawrence will provide assistance with the design and completion of the area maps that are necessary for the project and the final product. The Planning Staff will provide assistance with the required public meetings and design charrettes.

The consultant will be responsible for the photography and illustrated drawings necessary to complete the project, the design guidelines document, and the methodology and completion reports. The consultant will also be responsible for providing monthly updates on the project to the Historic Resources Administrator.

PROJECT PERFORMANCE CRITERIA

The starting date for this project is no later than December 30, 2011, and the completion date is August 30, 2012. The final project materials shall meet the approval of both the Kansas Historic Preservation Office and the City of Lawrence. Written progress reports shall be submitted on a monthly basis to the Historic Resources Administrator.

The milestones for this project will be as follows:

Milestone #1 Draft Design Guidelines document (July 15, 2012)

Milestone #2 Final documents completed (August 30, 2012)

III. Proposal Content

Professional Requirements:

The consultant must meet the Secretary of the Interior's Professional Qualifications Standards (this document can be found at www.cr.nps.gov/local-law/arch_stnds_9.htm) and must be approved by the Kansas Historic Preservation Office. Minimum qualifications for this project include demonstrated knowledge and experience in History, Architectural History, or Historic Architecture. Previous experience with the development of design guidelines for historic districts and conservation overlay districts is preferred.

The consultant must possess a sound working knowledge of the *Secretary of the Interior's Standards for Rehabilitation* and American architectural history, and should be familiar with architectural styles and types typical to eastern Kansas.

The consultant should demonstrate experience in the development and production of design guideline documents.

Requirements of Submittal Materials:

A written statement of qualifications should address the following items:

1. Qualifications of the consultant or firm to provide the products outlined in the project description;
2. The ability of the consultants to complete the proposed project; and
3. A list of projects similar in scope to the proposed project that have been completed in the last three years.

Please include a digital copy (PC format Microsoft compatible) of all submittal materials.

Proposals and letters of interest should be addressed to the Lawrence Historic Resources Administrator at the following address:

Lynne Braddock Zollner, Historic Resources Administrator
Lawrence/Douglas County Planning Office
Lawrence City Hall
P.O. Box 708, 6 E. 6th Street
Lawrence, Kansas 66044-0708

Electronic submittals will be accepted and should be mailed to lzollner@lawrenceks.org

Proposals must be received in the Lawrence/Douglas County Planning Office by 5:00 p.m. on December 1, 2011. If you have further questions about the proposed project contact, Lynne Braddock Zollner at (785) 832-3151, fax (785) 832-3160, email lzollner@lawrenceks.org.

IV. Evaluation Criteria and Selection Process

Upon receipt of proposals, a review/selection committee will review all proposals and will determine those applicants who will be selected for further negotiations or an interview. Qualified applicants may be contacted for additional information if needed. The committee will recommend an applicant to the City Manager based upon their qualifications. Following the selection of an applicant, a scope of

services, project schedule and contractual agreement will be negotiated.

The following criteria will be used in the evaluation of proposals.

1. Complete application and overall presentation.
2. Qualifications of the consultant or firm to provide the products outlined in the project description.
3. The ability of the consultants to complete the proposed project.
4. The ability of the consultants to lead design charrettes.
5. A list of projects similar in scope to the proposed project that have been completed in the last three years.
6. A digital copy (PC format Microsoft compatible) of all submittal materials.
7. The applicant's ability to meet the Secretary of the Interior's Professional Qualifications Standards (this document can be found at www.cr.nps.gov/local-law/arch_stnds_9.htm).
8. Understanding of the proposed project.
9. Understanding of the community and its relationship to the proposed project.
10. Qualifications and reputation as an experienced professional/team in the development of design guidelines for historic properties.
11. Qualifications and reputation as an experienced professional/team in the development of design guidelines for conservation districts.
12. Quality of previous projects of a similar nature.
13. Ability to meet project completion date.
14. Indication of public meeting requirements.
15. Expectation of City staff aid in the completion of the project.

V. Equal Opportunity Agreement

This project is funded in part with federal funds from the National Park Service, a division of the United States Department of the Interior, and administered by the Kansas State Historical Society (Grant No. 20-11-31923-004). The City of Lawrence is an Equal Opportunity Employer and shall comply with all applicable Federal, State, and local laws, rules and regulations in the awarding of this contract. Upon selection of a contractor, the City of Lawrence will begin contract negotiations based on the project requirements, contractor's qualifications, proposed time line, and additional constraints.

The contractor agrees that the contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry. The contractor shall in all solicitations or advertisements for employees include the phrase, "equal opportunity employer." The contractor agrees that if the contractor fails to comply with the manner in which the contractor reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City. If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City.

