

June 15, 2015

RESPONSE TO RFP QUESTIONS

RFP for Consultant Services for HISTORIC CONTEXT STATEMENT AND CITYWIDE COMMERCIAL SURVEY

List of Questions Asked by Interested Consultants and Staff Responses:

- (1) The proposal is limited to 20 pages, and double-sided printing is encouraged. Does the page limit reflect 20 pieces of paper (40 actual pages for the proposal) or 10 pieces of paper (20 actual pages for the proposal)?

Staff Response: The proposal is limited to 10 pieces of paper (20 actual pages).

- (2) In the RFP, it states the City requests certification that neither the principals nor any other individuals associated with the consulting work are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency (page 7). Does the City have a required certification form to submit with the proposal or is it sufficient to make this statement in the proposal?

Staff Response: The City does not have a separate certification form. It is sufficient to include a statement in the proposal.

- (3) We would like to use a website design company as a sub-consultant on the project. Do we need to provide resumes for their staff or can we simply identify the company as a sub-consultant with their general qualifications and experience? Do sub-consultants need to meet the requirements for indemnification, insurance, endorsements, etc.?

Staff Response: Resumes for sub-consultants are preferred but not required. Identification of a sub-consultant with their general qualifications and experience is sufficient for the proposal. However, sub-consultants are required to meet the requirements for indemnification, insurance, endorsement, etc.

- (4) We already have ideas about how to make the information available digitally. Would the City prefer a specific approach in the proposal or would the City prefer to hear the various options, and the pros and cons of each option. Each option would also have a different price tag.

Staff Response: The City would prefer to receive options that identify the pros and cons, including the cost for each option.

- (5) Would the City be able to provide and interpreter for the public outreach meeting for the Russian-speaking community, or would we need to hire our own?

Staff Response: The consultant will be expected to hire a Russian-speaking interpreter to provide simultaneous translation with the necessary equipment. City will provide limited in-house Russian-speaking assistance to help with the internal logistics.

- (6) Does the City have an allocated budget for this project? How much has the City set aside for consultant fees?

Staff Response: The City Council has directed staff to initiate the process for the historic context statement and city-wide commercial survey, but has not approved a specific budget.

- (7) Has the previous survey information referenced in the RFP been digitized? i.e. are the previous individual DPR forms in PDF format?

Staff Response: The 1986-87 city-wide survey and the 2008 multi-family survey are available in a PDF format. However, the 1986-87 survey is a scanned version of printed sheets.

- (8) Please confirm that you assume 1000 properties will be reviewed at the reconnaissance level and approximately 100 to 150 (10 to 15 percent of these) at the intensive level. Could the reconnaissance level properties be evaluated using a spreadsheet or matrix format rather than state survey forms? Intensive level recordation would include Primary, BSO and possibly Continuation Sheets of the State survey DPR form series.

Staff Response: There is an estimated 1,000 non-residential properties that will be surveyed city-wide. Staff estimates that approximately 10-15 percent may require an intensive level review. It is expected that the reconnaissance level properties be evaluated using a matrix format using a spreadsheet. It is expected that the intensive level properties include Primary, BSO and possibly Continuation Sheets of the state survey DPR form series.

- (9) Does the City have a preferred electronic format for State Survey DPR forms? Microsoft Word? Another format?

Staff Response: The City's preference is to provide the individual draft DPR forms in a Microsoft Word format. The final survey and report will be in a PDF format.

- (10) Is the City amenable to bullet point architectural descriptions of resources, based on key elements and character-defining features for the Primary DPR record, as opposed to narrative descriptions?

Staff Response: It is expected that all DPR forms include a narrative description of the properties.

- (11) Will the consultant be able to provide mapping information to the city's GIS specialist and coordinate with that individual(s) to map survey findings or do you anticipate the consultant team would need to include GIS capabilities?

Staff Response: The City does not have a GIS specialist. It is expected for the selected consultant to include all necessary GIS capabilities.

- (12) Does the City have in-house staff that could assist with the survey's webpage to ensure it is compatible with and reflective of the City's other similar web-based projects or outreach efforts? Could the survey team provide the City with the information required to develop the webpage and City staff actually create and manage the page?

Staff Response: It is expected for the consultant to create the website and handover the website for staff to manage the page. The City has in-house staff to assist with the survey's webpage to ensure it is compatible with and reflective of the City's other similar web-based projects or outreach efforts. The website's design must be in compliance with the City's graphic and design standards.

- (13) Does the City anticipate that the identified period of significance, especially for GLBT history, could extend to an era that is less than 50 years to include the early to mid-1980s after the City was incorporated in 1984? Would this methodological approach fit with the City's initial thought process on this particular survey?

Staff Response: The City has not identified a period of significance for this project and will be amenable to input from the consultant.

- (14) Please define "all-access venue" as discussed in item # 6 on page 3 of the RFP.

Staff Response: An all-access venue is referring to a public, user-friendly website.

- (15) Regarding creating a webpage, how would you like to have the previous survey documentation provided? Would importation of the previous forms and reports in static documents be ok, or would you like to have the data entered/digitally imported into the new database? What other materials, maps, etc. will need to be incorporated from the previous surveys? How much of this data is available digitally and how much is static hard copy?

Staff Response: It is expected that the data from the two previous surveys be digitally imported into the new database. All data from the previous surveys are available in a PDF format. It is expected that any new maps created as part of this survey include previously surveyed properties.

(16) How many commercial properties over 45 years of age exist in the City? Of these, how many have been surveyed previously? How many commercial structures are currently on the city inventory as eligible or designated properties?

Staff Response: Staff does not have a list readily available to identify how many properties exist in the City over 45 years of age. Approximately 45 commercial properties are currently on the city inventory as eligible or designated as cultural resources.

(17) How many historic themes do you anticipate needing development for the commercial historic context? What major themes will require development? Are there previous contexts that would be useful to incorporate? How many existing contexts need updating? How many new contexts will need to be created?

Staff Response: The City has not anticipated the number of historic context or themes to be created. It is expected that selected consultant will work with a committee of staff, commissioners, and public to identify themes. The only context statement that exists includes the context statement prepared during the 1986-87 city-wide survey.

(18) How many in-person meetings are desired?

Staff Response: Staff anticipates two initial in-person meetings and other meetings on an as needed basis.

(19) How many expedited reviews will need to be completed and under what time frame? Would these be eligibility assessments and impact analyses, or only eligibility assessments?

Staff Response: The number of expedited reviews will depend on the number of projects submitted for commercial properties requesting a demolition or major alteration while the survey and context statement process is underway.

(20) For the reconnaissance survey, can the City provide the consultant team with an excel spreadsheet, extracted from the City's GIS data, of all the commercial and public zoned parcels as a starting point for the survey? This would include parcel number, street name and number, and any other relevant information.

Staff Response: The City maintains a GIS database that can be used as a starting point for the survey. It is anticipated that the consultant provide all survey data in a GIS layer with coordinates (ESRI preferred).