



Request for Professional Services
for Historical Consultant for Paust's Rearrangement Survey Project
by the City of Saint Paul Department of Planning & Economic Development

Overview

The City of Saint Paul's Department of Planning & Economic Development (PED) is accepting proposals from qualified consultants to complete a Level II (intensive) architecture/history survey of Paust's Rearrangement of Saint Paul. Paust's Rearrangement consists of 25 houses built between 1935 and 1940. Most of the houses have garages that are accessed from an east-west alley extending behind the houses fronting Hewitt or the north-south alley extending behind the houses fronting Pascal and Holton. The area for survey is bordered by Hewitt Avenue, Holton Street, Pascal Street N., and the alleyway north of the houses fronting Englewood Avenue.

The last survey for this neighborhood was completed in 2018 as part of the [Hamline Midway Historic Resources Reconnaissance Survey](#) (Summit Envirosolutions Inc.). Paust's Rearrangement was identified as an area for further study; *"Further study should focus in greater detail on the builders and contractors, the residents, their relationships, and their larger interconnections with the neighborhood in business, civic culture, and related activities."*

The proposed survey will help achieve the City's goal of continuing to identify and document historic resources throughout Saint Paul. The project budget is \$18,000.

1. Project Details

This Level II (intensive) survey project will update and expand on existing reconnaissance survey information for twenty-five (25) properties and create inventory forms for all properties and features located within the boundaries of the defined survey area which includes twenty-five (25) land parcels in 5.53 parceled acres in the Hamline Midway Neighborhood of the Hamline Midway Coalition (District 11). The area for the survey is Hewitt Avenue, Holton Street, Pascal Street N., and the alleyway north of the houses fronting Englewood Avenue. The addresses for the survey site are:

- 1430-1456 Hewitt Avenue (even number properties)
- 786-820 Pascal Street N. (even number properties)
- 787-819 Holton Street (odd number properties)

All work performed shall be consistent with the *National Park Service's Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* as Amended and Annotated 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 shall conform to *National Register Bulletin 24: Guidelines for Local Surveys*, and the Minnesota State Historic Preservation Office (SHPO) *Guidelines for*

History/Architecture Projects in Minnesota (Revised August 2017). The consultant will be required to provide updates to City of Saint Paul staff at regular intervals.

2. Project Background

Paust's Rearrangement Study Area

Paust's Rearrangement was platted in 1935 out of the original Hamline plat (1880) on the site of the Hamline University football field by Benjamin A. Paust (1880-1971), a Minneapolis-based real estate developer. It consists of most of the block bounded by Pascal on the west, Hewitt on the north, Holton on the east, and Englewood on the south (See Figure 6). The properties south of the east-west cross alley and fronting Englewood are part of the earlier Sweitzer's Addition (1916). Hamline sold the land after it moved the football field north of Taylor Avenue.

The Paust development consists of 25 houses, designed in a variety of picturesque Cottage styles and built between 1935 and 1940. Most of the houses have garages that are accessed from an east-west alley extending behind the houses fronting Hewitt or the north-south alley extending behind the houses fronting Pascal and Holton. They were built by several different contractors; designs of some are similar but none are identical. Many of the houses are clad with stucco siding, often accented with half-timbering, and have steep intersecting gabled roofs. The architecture firm of Johnson and Johnson (Otto W. and Leonard J., 1507 Randolph) has been identified as the designer of the house at 820 North Pascal Street.

A small number of residential buildings were constructed in the Hamline-Midway neighborhood in the 1930s, either at the beginning of the decade before the Great Depression set in or in the second half of the decade as the economy slowly began to recover. Unlike some other sections of the city, like the Highland Park area, there were few large parcels of undeveloped properties. The Paust project is the only one in Hamline-Midway with such a concentrated and relatively large group of houses built in the 1930s. Its location, just to the east of Hamline University, would have also made it attractive to middle-class academics and professionals.

The Level II (intensive) architecture/history survey should focus in greater detail on the builders and contractors, the residents, their relationships, and their larger interconnections with the neighborhood in business, civic culture, and related activities.

The neighborhood was [comprehensively surveyed in 2018](#) (Summit Envirosolutions Inc.). Paust's Rearrangement was identified as an area for further study; *"Further study should focus in greater detail on the builders and contractors, the residents, their relationships, and their larger interconnections with the neighborhood in business, civic culture, and related activities."*

Saint Paul Contexts

The City has developed a series of historic contexts organized around key themes in Saint Paul's development that touch on nearly every significant property type commonly found in Saint Paul.

The proposal should include an addition to the Residential Real Estate Development Context for this project:

Residential Real Estate Development: 1880-1950

This historic context study explores the real estate transactions that shaped the foundation of the city. It documents the many additions that constitute the city's built environment, each reflecting different phases of land development. This context is essential for identifying residential districts that represent key periods of settlement, growth, and architectural evolution.

During research other existing contexts may be found to be relevant. Contact staff if this is evident. If new contexts are needed for other property types within the project area, the consultant will be asked to make recommendations for additional context studies.

3. Survey Design

The project area, as mentioned, is the twenty-five (25) structures that makeup Paust's Rearrangement. The consultant shall clearly propose a concise work plan with specific tasks in order to effectively accomplish the goal of producing a logical and viable product that includes the following:

- 1) A Level II (intensive) architecture/history survey of the project area;
- 2) Completion of inventory forms for each of the twenty-five (25) structures that makeup Paust's Rearrangement using the City's inventory program; and
- 3) A final report with the boundaries of the area, the method of survey, the types of historic properties in the area, inventory forms, findings, recommendations for additional evaluations or context studies, a database, and maps.

After a contract is awarded, the Principal Investigator must prepare a research design before the project can be initiated. The research design should define the objectives of the proposed work, provide a brief description of the methods to be used, and present a short description of the expected results. This should be submitted within 45 days of the contract award.

The following considerations should be incorporated into the proposal:

A. Research and Reassessment of Existing Data

The consultant will be responsible for archival and other background research, prior to fieldwork, including review of all pertinent context studies, site files, previous resource surveys, and potential historic resources in the City of Saint Paul's preservation files. Additional local repositories including but not limited to the Saint Paul Collection at the George Latimer Central Library, Minnesota Historical Society, and the Ramsey County Historical Society should be utilized for resources such as historic photographs and for the reassessment of historic contexts prior to beginning fieldwork. Appropriate information from the Minnesota State Historic Preservation Office (SHPO) site files for the survey area should also be incorporated into the project.

The consultant will have access to the City of Saint Paul's existing site files, Geographic Information Systems (GIS) layer files, context studies, and permit index cards (electronic). City staff will assist in obtaining, as advised by the consultant, historic building permits from Ramsey County Historical

Society (RCHS) and 1983 St. Paul/Ramsey County Historic Sites Survey inventory forms from RCHS or SHPO, making use of an existing agreement we have to access these materials.

B. Inventory Forms, Database, and Technology

The process for data collection and processing for this survey will use a custom-built FileMaker app where the same data can be accessed via iPad, desktop, or laptop. On an iPad, the app can be accessed through the Claris FileMaker Go, a free download. On a Windows, MacOS, or Linux desktop or laptop computer, the app can be accessed by web browser through Claris FileMaker WebDirect. The app is designed to produce data to replicate the SHPO's Individual Inventory Form, alongside fields specific to the City of Saint Paul. The consultant will be given guest access to the application to use on the compatible device of their choosing. We hope to be able to provide iPad(s) for use by consultants in the field, which will require the user to tether it with their personal phone for internet access. The consultants will be able to view, edit, add, and update existing building inventory records and add photos in real-time in the field and sync back to the primary database. The application automatically produces PDF-based property inventory forms from the data collected in the field.

All forms will be typed and numbered according to the established SHPO numbering system (for Saint Paul the number system is RA-SPC-xxxx; see Appendix E of SHPO Guidelines). The consultant will use the City's custom-built FileMaker inventory database provided by PED. All survey information must be incorporated into the inventory forms. The consultant will coordinate with city staff to have field data and research uploaded to the database and export auto-populated inventory forms.

Each form will contain a current (2025) photograph of the property taken in the field, a property identification number (PIN), and township/range/section information. Digital images taken for all surveyed properties should have a minimum resolution of 300 dpi. The preferred format is JPEG, and if possible, images should be taken when trees are leafless. The following information must be provided:

Creator: Organization or person primarily responsible for the image

Subject: Street Number Street Name Photo Number (i.e. 176ArundelSt1)

File Format: JPEG or TIFF

Date: Date of image

All data – historic and current – should be incorporated into the City's inventory forms. Permit index card, historic building permits, any previous inventory forms, and any relevant historic photographs or documentation should be included as available and can be uploaded to the database. Forms will be filled out completely. Universal Transverse Mercator (UTM) coordinates are also required.

Each form will contain a significance statement and classification of contributing/non-contributing status as per *National Register Bulletin 16a*: "Relate information about each resource, such as date, function, associations, information potential, and physical characteristics, to the significance of the overall property to determine whether or not the resource contributes."

The consultant will be expected to fill out a set of pre-defined fields standard to SHPO's inventory forms and some additional local datapoints. If the database is filled out appropriately, the city or consultant can automatically generate the PDF form submissions to SHPO, and the Excel files needed for smooth data exchange with SHPO.

If the database is not utilized, survey information shall be provided in the following formats: two printed copies of all forms, electronic copies of all forms in searchable .pdf format, and an Excel database with sortable fields that includes all data from the inventory forms. The City will provide an Excel database of properties already inventoried for the consultant's use.

C. Significance and Integrity

In the proposal, consultants should outline what conventions will be used for evaluating 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.

Local criteria outlined in the City of Saint Paul's Legislative Code (Sec. 73.05) should be considered when preparing proposals for considering significance in properties. Properties considered significant will also be evaluated under the 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 Saint Paul preservation ordinance does not restrict potential significance by age.

4. Tentative Timeline

Request for professional services posted	September 12, 2025
Questions submittal	September 25, 2025 by 4:00 pm
Deadline for proposals	September 29, 2025 by 2:00 pm
Consultant selection	Week of September 29, 2025

Proposals should contain a tentative timeline with sample dates and they must include meeting with PED staff to review Saint Paul GIS database prior to fieldwork, anticipated final report submittal, and deadline for edits to the final report (if necessary).

NOTES:

- Consultant must be able to commence work on the project upon signing the contract.
- The project's research design must be approved by PED staff before work can proceed.
- The work plan must also include project status check-ins with PED staff.

5. Deliverables

The final product is an intensive survey of the project area, including completed inventory



forms for the 25 properties identified, and recommendations for further contexts and evaluations.

The final products must conform to *National Register Bulletin 24: Guidelines for Local Surveys*, to the Secretary of the Interior's Standards and Guidelines for reporting identification results (see *Federal Register* pages 44721-44723), and to the standards and guidelines specified in the October 2010 *Guidelines for History/Architecture Projects in Minnesota* published by the Minnesota Historic Preservation Office (SHPO).

Intermediate deliverables that will be due as the survey is conducted are, in order:

- A. Research design and survey methodology to be reviewed and approved by lead historic preservation staff.
- B. Draft a context statement that examines and incorporates the context study (studies) used, modified, and/or developed by the consultant.
- C. 10-12 draft completed inventory forms.
- D. A brief project status report when the project is approximately 75 percent complete.

Final report.

The report will include and incorporate general history about the area surveyed including (as applicable) historically significant events, architectural styles, and significant persons of the survey area. It should also include recommendations for further research.

An electronic copy of the final report in both PDF and word format will be submitted. The final report will be public information that will be distributed electronically to project partners and community organizations. A statement providing the total number of properties inventoried and the total acreage surveyed must be included in the abstract or summary.

The report shall include components identified in National Register Bulletin 24 and the SHPO manual including but not limited to:

1. Abstract or management summary. Include a description of the project's location and purpose, a summary of the work accomplished, products of the research, any recommendations, and the depository of the products.
2. Research design and survey methodology. Summarize the objectives and methods used to execute the research program. Include 1) a summary of the research objectives; 2) project personnel and how the project was conducted, including a description of the project area, the types of properties documented, and the criteria for coverage; and any modifications to the original research design. The formal research design prepared at the beginning of the project should be placed in an appendix at the end of the report.
3. A list of the twenty-five (25) structures that make up Paust's Rearrangement and if any meet historic criteria and inventory forms for all twenty-five (25) properties.
4. Any historic illustrations of significant resources, including maps, architectural plans and photographs with proper citations.
5. Historical photographs of the neighborhood, surroundings, individual buildings,



and significant historical figures or events that substantiate the conclusions of the report.

6. Recommendations for further research. This section should contain recommendations for research needs, a list of properties that should be researched in greater depth, threats to resources, priorities for future work, preservation-related recommendations, and suggestions for educational uses of the survey material.

7. Assumptions and Agreements

- A. All written content, illustrations, photographs, and documents submitted as part of this project will become public information and will be used by partner organizations for additional research, potential designation, publicity, and advocacy efforts.
- B. The consultant will be responsible for providing all aspects of project management for the project's completion. Tasks include all scheduling, communication, and coordination required to complete the scope. PED staff will have monthly check-ins with the consultant to discuss project progress and address issues. PED staff will be available to the consultant throughout the project.

8. Required Information

Technical Proposal: Proposals must contain a description of deliverables, proof of insurance, and the following:

- A. **Work Plan and Methodology.** Include an overview of the project and a fully developed proposal for the work program. Describe what conventions will be used for surveying 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. Include these distinct, separate components (and also include in the budget): Development of context statement; Fieldwork; and Identification of future contexts.
- B. **Timeline.** Include a project timeline that reflects the items described in sections 4. Timeline and 5. Deliverables above, with a start date and the major tasks to be completed.
- C. **Staffing.** Include names, experience, and qualifications/resumes of all individuals who will work on the project. Consultants must meet the Secretary of the Interior's Professional Standards. Note how tasks will be completed and by whom, including interaction with PED staff. If proposing to undertake the project as part of a team of consultants, include how the team will be organized and operate, the team composition and rationale for selection, and the name of the team leader.
- D. **Work Samples.** Include relevant work samples that conform to the Secretary of Interior's Standards and Guidelines for Identification and for Evaluation and to the



standards and guidelines in the Minnesota State Historic Preservation Office's *Guidelines for History/Architecture Projects in Minnesota*.

- E. Budget.** Include an all-inclusive fee for services identified in the proposal, including travel, lodging, materials, and other associated expenses. The budget should have an itemized cost breakdown of each proposed activity, including project components identified in the Work Plan and Methodology, with project hours for each member and a description for each line item. The project budget is \$18,000.
- F. References:** Include contact information (address, telephone, and email) for three professional references along with the date and a brief description of the project(s).

9. Submit proposals via email and direct questions to:

Allison Suhan Eggers
Heritage Preservation
City of Saint Paul, PED
25 Fourth Street West, 14th Floor
Saint Paul, MN 55102
allison.suhan.eggers@ci.stpaul.mn.us

Proposals must be submitted by 2:00 PM on September 29, 2025

Questions may be submitted via email no later than 4:00 pm on September 25, 2025, and responses will be sent to all consultants to which the RFP was sent.

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.

10. Basis for Award of Contract

A contract will be awarded based on the proposals submitted and the following criteria and point system:

- Quality, completeness, and clarity of proposal and methodology, including submitted materials, work plan, timeliness of schedule to complete the project, demonstrated understanding of the project and requirements and demonstrated capacity to complete the project successfully. (60 points)
- Cost and proposed budget to successfully complete the proposal. (10 points)
- Demonstrated experience with similar projects. Includes work samples that are similar in scope to this survey project and consistent with the Secretary of Interior's Standards and Guidelines for Identification and for Evaluation and with the standards and guidelines in the Minnesota State Historic Preservation Office's *Guidelines for History/Architecture Projects in Minnesota*. (15 points)
- Staff experience and qualifications, including as measured against the Secretary of Interior's



Professional Qualification Standards, and proficiency with technologies required to: collect, report, and map survey data. (15 points)

Total points: 100

Finalists may be contacted for an interview (scored with an additional 10 points).

Limitation. This RFPS does not commit the City to award a contract or to pay costs incurred by the bidder in the preparation of a proposal to this RFPS. The City may accept other than the lowest bid. The City reserves the right to reject any or all proposals because of non-responsiveness to RFPS requirements, insufficient funds, evidence of unfair bidding procedures, financial insolvency of a bidder, or if, in the opinion of City staff, the best interests of the program will not be served.

CITY OF SAINT PAUL
MELVIN CARTER, MAYOR

AN AFFIRMATIVE ACTION &
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