

**Request for Proposals – for Historical Consultant
for Hamline-Midway Survey Project
by City of Saint Paul Department of Planning & Economic Development**

Overview

21 April 2017

The City of Saint Paul's Department of Planning & Economic Development (PED) is accepting proposals from qualified consultants to complete a Level I architecture/history reconnaissance survey of the Hamline-Midway neighborhood of Saint Paul, or a portion thereof. The last reconnaissance survey completed for this neighborhood was in 1983 as part of a citywide survey. The proposed survey will help achieve the City's goal of continuing to identify and document historic resources throughout the city. It will also identify potential historic sites and districts in the neighborhood for further survey and evaluation.

1. Project Summary

This survey project will update and expand on existing survey information for all properties or a selected portion of the properties among the approximately 3,732 located in the 925-acre Hamline-Midway neighborhood (District 11).

Project components include:

1. Complete a Level I architecture/history reconnaissance survey of the Hamline-Midway neighborhood, or a predefined portion thereof (see Section 8A);
2. Identify and develop historic themes, including, but not limited to: architecture, business and industry, civic, culture, fine and applied arts, education, religion, and social organizations; and
3. Prepare a final report with the types of properties looked for, the boundaries of the area, precise locations for properties identified, inventory forms, findings, recommendations for additional evaluations or context studies, and maps.

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 (https://www.nps.gov/history/local-law/arch_stnds_0.htm) 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 MNHPO's [Guidelines for History/Architecture Projects in Minnesota](#) (October 2010).

2. Project Details

Project Duration: June 2017 – January 2018

Proposal Deadline: May 22, 2017

Anticipated Date of Contract: June 9, 2017 (possibly earlier)

Budget: Consultant costs, including mileage and direct expenses, shall not exceed \$40,000.

3. **Project Background**

The Hamline-Midway Neighborhood, also known as Saint Paul's District 11, is bounded by University Avenue to the south, the railroad tracks west of Transfer Road to the west, Pierce Butler Route to the north and Lexington Parkway to the east, encompassing roughly 3,732 parcels and 925 acres. Much of Hamline-Midway is residential in character yet it has a significant number of light industry, retail and wholesale businesses, particularly along the major streets such as University, Snelling, and Hamline Avenues. In addition to Hamline University, the area includes several public and private elementary schools and a handful of neighborhood parks and religious buildings.

The last reconnaissance survey completed for this neighborhood was in 1983, which was a very large effort as the entire city of Saint Paul was surveyed. The survey information was grouped into neighborhoods, or district councils. These were created in 1975 to support neighborhood participation in governance. Saint Paul has a rich history of active and distinct neighborhoods and the responsibilities of the 17 district councils include: planning and advising on the physical, economic, and social development, identifying needs, initiating community programs, recruiting volunteers and sponsoring community events. Each district council adopts community plans that are ultimately adopted as part of the City's Comprehensive Plan and each community plan addresses historic resources and, based on the nature of the resources and community input, addresses their goals and strategies for protecting historic resources.

In 2001, the City developed a set of six comprehensive historic contexts based on thematic areas of the city's development that touch on nearly every significant property type commonly found in Saint Paul. Existing contexts include: *Pioneer Houses: 1854-1880*; *Residential Real Estate Development: 1880-1950*; *Neighborhood Commercial Centers: 1874-1960*; *Downtown Saint Paul: 1849-1975*; *Churches, Synagogues, and Religious Buildings: 1849-1950*; and *Transportation Corridors: 1857-1950*. In 2011, the City completed a seventh context study, *Neighborhoods at the Edge of the Walking City*. These contexts, as well as any applicable state historic contexts will be applied to the survey area which is recommended as part of the City Historic Preservation Chapter (HP 3.5) of the Comprehensive Plan. 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.

The 1983 survey boundaries follow the district council boundaries. An excerpt of the *Final Report Historic Sites Survey for Saint Paul and Ramsey County* (1983) for District 11 will be provided as background. The City's Historic Preservation Chapter of the Comprehensive Plan (2010) directs the City to "systematically and comprehensively" identify and evaluate historic resources (HP3.7). The Chapter further directs the City to develop a multi-year work plan to conduct a reconnaissance-level survey of the entire city and divide the city into manageable survey areas that can be completed each year (HP 3.7). The Plan also includes a list for prioritizing survey work. This project is the first neighborhood survey project planned, and may serve as a *pilot* for continuing to survey additional areas each year until the entire city is reevaluated in a systematic and comprehensive way.

All consultant 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 Guidelines for History/Architecture Projects in Minnesota (revised October, 2010). An RFP process will be used and the consultant will be required to lead two (2) public meetings, one at the

start of the field work and one at the completion with findings and recommendations, along with meetings with project staff.

In 2010, the Saint Paul City Council adopted its first-ever historic preservation chapter of the City's Comprehensive Plan. The plan formalizes City policy regarding historic preservation, guides public and private investment to further City preservation goals, advocates for historic preservation, and guides the work of the Heritage Preservation Commission (HPC) staffed by PED. This proposal effectively advances several strategies in the adopted plan, including: integrating historic preservation planning into the broader public policy, land use planning, and decision-making processes of the city; preserving and protecting historic resources; using historic preservation to further economic development and sustainability; and providing opportunities for education and outreach. Strategy three is devoted to the need to create an ongoing survey program that identifies and evaluates all types of historic resources, continue to develop a database and make the results of the survey available to departments, decision-makers, and the public. In addition, the Hamline Midway Community Plan (2015), adopted as an addendum to the Saint Paul Comprehensive Plan, calls for the "identification of potential historic sites and districts in the neighborhood." This survey is the first step in identifying potential sites and districts.

During 2014, there arose neighborhood concern and conflict regarding demolitions by Hamline University in the neighborhood, including the former president's home on the campus at 1488 Hewitt Avenue. This demolition and others resulted in neighborhood residents organizing a group, Historic Hamline Village, whose mission is to deter tear downs and preserve neighborhood character. This survey will help to inform a community process to increase awareness of preservation tools.

There were several community meetings held during 2015 from neighborhood concern over the razing of four houses by Hamline University in 2014, one being the aforementioned house at 1488 Hewitt Avenue. There has also been active research and writing of the history of the Hamline Midway neighborhood but not with a specific evaluation of determining the historic and architectural significance of the area and its historic resources. While there is no cash match offered by any community organization, several years ago Hamline University provided funds to the Hamline Midway History Corps to conduct research, write a history, and disseminate the history to the public. This project included obtaining copies of the 1983 inventory forms for the neighborhood and all of this information and research is being handed over to the hired consultant as a cost and time savings.

The last time this neighborhood was comprehensively surveyed was in 1983, and while useful at the time, the survey information is now outdated and not adequate for use as part of an effective historic preservation planning strategy or for making informed land use decisions. In 1983, only one site, Hamline University Hall, was designated locally and 23 sites were highlighted as being eligible for designation or having major significance. Only two of the 23 sites have been locally designated since 1983. It is also anticipated there are sites that were not evaluated in 1983 that would now be identified as historic resources in the neighborhood.

4. *Project Area and Survey Design*

The project area, as mentioned, is the Hamline-Midway Neighborhood (District 11 boundaries), or a portion thereof. The consultant shall clearly propose a geographic project area (full District 11 or a portion thereof – see Section 8A) and 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 I architecture/history reconnaissance survey of the project area;
- 2) Identification and development of historic themes, including but not limited to: Architecture, Business and Industry, Civic, Culture, Fine and Applied Arts, Education, Religion and Social Organizations; and
- 3) A final report with the types of properties looked for, the boundaries of the area, the method of survey, the types of historic properties in the area, precise locations for the properties identified, 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.

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 (MNHPO) site files for the survey area should also be incorporated into the project.

Archival research should address specific issues and topics identified in the research design. Existing historic contexts should be carefully examined and selected; if necessary, they should be augmented by the consultant.

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 obtain, 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 MNHPO, making use of an existing agreement we have to access these materials.

Existing historic contexts include the Minnesota statewide context Urban Centers: 1870 – 1940, as well as local context studies developed by the City of Saint Paul in 2001:

- [Pioneer Houses: 1854-1880](#)
- [Residential Real Estate Development: 1880-1950](#)
- [Neighborhood Commercial Centers: 1874-1960](#)

- [Churches, Synagogues, and Religious Buildings: 1849-1950](#)
- [Transportation Corridors: 1857-1950](#)
- [Downtown Saint Paul: 1849-1975](#)
- [Neighborhoods at the Edge of the Walking City](#) (HSP & HPC, 2011)

See also the City's [Historic Preservation Chapter](#) for additional historic contexts and themes that might be considered in the evaluation of the Hamline-Midway survey area. A map of Saint Paul neighborhoods, including Hamline-Midway, may be viewed [here](#).

B. Database and Technology

The process for data collection and processing for this survey will use a combination of ESRI's ArcGIS Online and ArcGIS Desktop platforms, in combination with Microsoft Office and mobile technology. The city has a database on ArcGIS servers which field teams can tap into by using the ArcGIS Collector app on mobile devices. The consultant will be given guest access to the city's ArcGIS account and Collector app but will be expected to provide their own devices. The field teams 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 on the ArcGIS servers. Once the field survey is complete, City staff will download and process the data on the City's Access database. The database automatically produces property inventory forms from the data collected in the field. The consultant will be expected to coordinate with city staff once the consultant's field and research work is complete to prepare data for import into Access and complete the generation of inventory forms.

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.

The following criteria are established in the City of Saint Paul's Legislative Code (Sec. 73.05) and should be considered when preparing proposals for considering significance in properties:

1. Its character, interest or value as part of the development, heritage or cultural characteristics of the City of Saint Paul, State of Minnesota, or the United States.
2. Its location as a site of a significant historic event.
3. Its identification with a person or persons who significantly contributed to the culture and development of the City of Saint Paul.
4. Its embodiment of distinguishing characteristics of an architectural or engineering type or specimen.
5. Its identification as the work of an architect, engineer, or master builder whose individual work has influenced the development of the City of Saint Paul.
6. Its embodiment of elements of architectural or engineering design, detail,

materials or craftsmanship which represent a significant architectural or engineering innovation.

7. Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood, community or the City of Saint Paul.

Properties considered significant will also be evaluated under the National Register criteria for eligibility in the future Level II survey. 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.

D. Community Process

An Advisory Committee comprised of PED staff, selected HPC members, and community representatives (likely to include representatives from the Hamline Midway Coalition, Hamline University, Historic Hamline Village, Hamline-Midway History Corps, Council President Stark’s office, and neighborhood residents) will meet at the beginning and end of the project with the selected consultant to provide input and feedback. Additionally, the consultant will provide reports to the Advisory Committee to monitor progress in accordance with the project schedule, review work products related to key milestones, and provide other information relevant to the project. Committee members will act as liaisons and provide information to stakeholders.

The consultant will facilitate two public community meetings, held in the project area, at the beginning and conclusion of the project to inform and educate community members about the survey project, its purpose and objectives, what it will and will not entail, and, at its conclusion, the project’s findings and recommendations.

The consultant will work with the Advisory Committee to plan the community meetings.

5. Tentative Timeline

Request for proposal posted	April 21, 2017
Deadline for written questions	April 28, 2017
Responses to questions	By May 5
Deadline for proposals	May 22 at 2:00 p.m.
Interviews (if conducted)	May 26
Consultant selection	May 30
Pre-contract meeting	June 2 (or earlier)
Contract completed	June 9* (or earlier)
Advisory committee meeting	Late June
1 st community meeting	July 18

Deadline for submitting final report with all deliverables (no extension possible)	November 17
Edits to final report, if necessary	December 1 – Jan. 11
Advisory committee meeting	Early December
2 nd community meeting	January 16, 2018

NOTES:

- *Consultant must be able to commence work on the project – at least an initial meeting – within 10 days of signing contract.
- The project’s research design must be approved by PED staff before work can proceed.
- The work plan must also include a project status report when at least 75 percent of each aspect of the project is completed.

6. Deliverables

The final product is a reconnaissance survey of the project area, completed inventory forms for those properties identified by the reconnaissance survey as meeting local or national historic criteria, and recommendations for further evaluation through intensive-level survey.

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 (MNHPO) which can be found online at: http://www.mnhs.org/shpo/survey/docs_pdfs/HistoryArchitectureSurveyManualOctober2010.pdf.

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

- A. Draft of a context statement that examines and incorporates the context study (studies) used, modified and/or developed by the consultant.
- B. 10-12 draft completed Level I inventory forms.
- C. A brief project status report when the project is approximately 75 percent complete.

The survey will meet the following requirements:

A. Property Address Files. Each property identified by the reconnaissance survey to have potential contributing status, including buildings, outbuildings, structures, objects, sites, and landscapes, will have an electronic address file containing:

- An inventory form
- Current photograph(s)

And, as available:

- Permit index card, historical building permits, and 1983 Historic Sites Survey inventory form

B. Digital Photography Specifications. Digital images taken for all surveyed properties should have a

minimum resolution of 300 dpi. Preferred formats are JPEG or TIFF 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: StreetNumberStreetNamePhotoNumber (i.e. 176ArundelSt1)
File Format: JPEG or TIFF
Date: Date of image

- C. Inventory Forms and Computer Database.** All forms will be typed and numbered according to the established MNHPO numbering system (for Saint Paul the number system is RA-SPC-xxxx; see Appendix E of MNHPO Guidelines). The consultant will use the database provided by PED. All survey information must be incorporated into the inventory forms. This can be done in the field if the consultant so chooses. 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 an original photograph of the property taken in the field, a property identification number (PIN), and township/range/section information. Provided that the naming convention above in 6B is followed, the photographs will auto-populate the inventory form in the City's database. All data – historic and current – should be incorporated into the City's inventory forms. Forms will be filled out completely. UTM coordinates are also required.

Each form will contain a significance statement and classification of contributing/non-contributing status. "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." (NPS Bulletin 16a)

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.

- D. Maps.** Properties identified for future Level II survey and identified contexts and themes within the survey area, such as building dates, architects, development, etc., should be mapped. GIS files should also be provided. City staff will use data collected to produce maps to accompany the project.
- E. Final report.** The report should identify properties within the project area that merit additional evaluation through a future Level II survey. 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 and incorporate historic context/research information about the area surveyed. It shall include sections that describe historically significant events, 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 Advisory Committee and PED staff. An

electronic copy will be submitted. The final report will be public information that will be distributed electronically to project partners and community organizations.

The report shall include components identified in National Register Bulletin 24 and the MNHPO 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 in this section 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 3) 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.

A historic context statement, as an appendix if appropriate, that examines and synthesizes the historic context(s) and themes utilized, modified, or developed. Include a narrative description of the history of development of the survey area and its significance and summarize archival research. Attach new or modified historic contexts.

The consultant during the project will examine existing historic contexts and determine if one or more new, revised, or augmented contexts are necessary to understand and evaluate the history and significance of the study area and properties within it. The consultant will then, if necessary, prepare those contexts or revisions, and/or develop historic themes related to the development of the study area, and create from all of this a historic context statement.

3. A list of properties identified through the reconnaissance survey as meeting historic criteria, and thereby targeted for intensive-level survey, and inventory forms for those properties.
4. Any historic illustrations of significant resources, including maps and photographs.
5. A description of the visual and physical interrelationship among environmental features, large and small, manmade and natural. Description of the visual effect of new buildings juxtaposed with older ones, and the relationship of buildings to open spaces. Description of natural features such as rivers, bluffs, and hills which define an area's character; also other elements such as vistas and views, paths, focal points, edges and landmarks, signs, graphics, landscaping, pavement, lighting, infrastructure, and street furniture. Description of pertinent social and cultural characteristics.
6. Historical photographs of the neighborhood, surroundings, individual buildings, and significant historical figures or events that substantiate the conclusions of the report.
7. Recommendations for further research. This section should contain recommendations of 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 phone calls 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. Define the proposed project area; if proposing a project area other than the full Hamline-Midway neighborhood (District 11), explain the rationale for the proposed smaller geography. 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 properties for future intensive-level (Level II) survey.
- B. **Timeline.** Include a project timeline that reflects the items described in sections 5/Timeline and 6/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 name of 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.
- 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:

Bill Dermody
City of Saint Paul, PED
25 W. 4th Street, 14th Floor
Saint Paul, MN 55102
Bill.Dermody@ci.stpaul.mn.us
651.266.6617

Proposals must be submitted by 2:00 PM on May 22, 2017.

Questions may be submitted via email by April 28, 2017 and responses will be sent by May 5, 2017 to all consultants to which the RFP was sent.

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.

10. Basis for Award of Contract

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

- Quality, completeness, and clarity of proposal and methodology, including submitted materials, work plan, timeliness of schedule to complete project, demonstrated understanding of the project and requirements, and demonstrated capacity to complete project successfully by January 31, 2018.
- Cost and proposed budget to successfully complete the proposal.
- 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*.
- 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.

PED staff will review all proposals and select the consultant. Finalists may be contacted for an interview.

Limitation. This RFP does not commit the City to award a contract or to pay costs incurred by bidder in the preparation of a proposal to this RFP. 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 RFP requirements, insufficient funds, evidence of unfair bidding procedures, financial insolvency of bidder, or if, in the opinion of City staff, the best interests of the program will not be served.