



lakewoodalive

Request for Proposals (RFP)

RFP ISSUED: June 6, 2019

RESPONSE DEADLINE: June 20, 2019

PREPARATION OF A NOMINATION TO LIST THE DOWNTOWN LAKEWOOD HISTORIC DISTRICT IN THE NATIONAL REGISTER OF HISTORIC PLACES

LakewoodAlive, a 501(c)3 community development organization in Lakewood, Ohio is soliciting proposals from professionally qualified individuals or companies to prepare the National Register of Historic Places nomination form for the Downtown Lakewood Historic District, an area that includes approximately 60 buildings (see attached map for project area). It is estimated that 75% of the buildings will be contributing resources in the proposed historic district. The nomination will document the history and development of the district and establish an inventory of contributing and non-contributing buildings to provide access to federal and state historic tax credits for building owners and developers.

Scope of Work and Deliverables:

- Preparation and submission of a historic district nomination resulting in listing of the Downtown Lakewood Historic District in the National Register of Historic Places;
- Completion of photographs, locational mapping, owner notification form and any additional requirements of the State Historic Preservation Office (SHPO) and the National Park Service (NPS) to support the nomination;
- The consultant selected to complete this project will be responsible for making all revisions to the nomination form and accompanying materials that may be required by LakewoodAlive, the SHPO and NPS;
- Participation in meetings with LakewoodAlive at draft submissions and SHPO public meeting;
- Attendance at the presentation of the nomination to the Ohio Historic Site Preservation Advisory Board (OHSPAB) in Columbus; and
- Three printed copies and three flash drives, each containing a PDF of the final nomination with all supporting materials; three CDs with the final TIFF images; and one flash drive with digital images of all buildings within the historic district boundaries.

Submittal - Interested parties must submit the following by June 20, 2019:

1. A brief overview of the consulting firm, length of time in business, office location, list of principals and contact person for this RFP.
2. Description of the firm's experience in historic preservation including resume(s) of project staff working on the nomination, and a demonstration of qualifications meeting the Professional Qualification Standards for History and/or Architectural History as set forth in the Secretary of the Interior's Standards and Guidelines, 36 CFR 61.
3. A detailed description of any work to be completed by a sub-contractor and sub-contractor qualifications.
4. A proposed work plan and project methodology that demonstrates an understanding of the scope of work.
5. A schedule for project milestones and completion, including draft review by LakewoodAlive and the timeframe for each portion of the project that coordinates with the SHPO/OHSPAB submission schedule.
6. A list of successfully completed National Register of Historic Places nominations prepared within the last five (5) years.

7. Three references with complete contact information for similar projects either completed or in process.
8. Cost to complete the project inclusive of all fees.
9. The nomination costs are being funded through several reimbursable grants that have been approved but require completion of the nomination and listing of the historic district in the National Register prior to payment. RFP responses must provide a statement acknowledging lump sum payment of the agreed upon contract amount at the end of the project after listing in the National Register.

Selection Criteria:

1. Qualifications of project principals and other key personnel; project principles must meet federal professional qualification standards as published in the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, 48 FR 44716, in the areas of History or Architectural History.
2. General quality and responsiveness of proposal;
3. Relevance of prior experience, especially in conducting large-scale research projects and successful preparation of National Register nominations;
4. Proposed schedule and ability to complete the project in a timely manner; and
5. Cost to complete the project inclusive of all fees.

Submission Instructions:

One digital copy and two hard copies of the proposal must be received by **June 20, 2018 at 4:00 pm EST** to be considered. The digital copy should be e-mailed to iandrews@lakewoodalive.org or provided on a flash drive with the hard copies. Hand delivered or mailed proposals are acceptable. Proposals should be addressed to:

Ian Andrews, Executive Director
LakewoodAlive
14701 Detroit Avenue #LL10
Lakewood, OH 44107
P 216-521-0655

LakewoodAlive reserves the right to not award this project or to negotiate terms set forth in the proposal.

Proposed Downtown Lakewood Historic District



NORTHLAND
AVENUE

WARREN
ROAD

BUNTS
ROAD