

HISTORIC PRESERVATION COMMISSION AGENDA

City Hall – Conference Room #6, 4:00 p.m.

February 9, 2023

4:00 P.M. CALL TO ORDER:

ROLL CALL: Emerson, Straza, Lowe, Burns, Marienau, Miller, Anderson, Sardell

PRESENTATION:

- Historic Building Materials – Shannon Sardell

PUBLIC COMMENTS:

STAFF COMMENTS:

OTHER BUSINESS: **ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS**

1. Garden District NRHP Nomination – RFP process

TRACKING TIME:

COMMISSION COMMENTS:

FUTURE AGENDA ITEMS: **ITEM BELOW IS CONSIDERED TO BE AN ACTION ITEM**

ADJOURNMENT/CONTINUATION:

Motion by _____, seconded by _____,

to continue meeting to _____, _____, at ___ p.m.; motion carried unanimously.

Motion by _____, seconded by _____, to adjourn meeting; motion carried unanimously.

Request for Proposals Garden District Nomination to National Register of Historic Places City of Coeur d'Alene, Idaho

Date of Advertisement: February 14, 2023

Proposals Due: March 14, 2023 by 12:00PM, NOON (PT)

Deliver Completed Submissions To:

Shana Stuhlmiller, Commission Liaison
City of Coeur d'Alene, 710 E. Mullan Ave., Coeur d'Alene, ID 83814
SHANA@cdaid.org and (208) 769-2240

INTRODUCTION

The City of Coeur d'Alene ("City") recognizes and celebrates its historical and cultural roots, relationship with the Coeur d'Alene Tribe, and our connections with the natural environment. To that end, the City supports the preservation of historical collections and key community features, cultural heritage, and traditions.

The City is seeking proposals from qualified historic preservation consultants to undertake a National Register of Historic Places ("NRHP") nomination for the Garden District neighborhood. This Request for Proposals ("RFP") stipulates the procedures and requirements to be used by the City in its selection for consulting services. The project will be divided into three phases, to be completed over a 17-month period.

- PHASE I – Attend/lead first public information meeting (in-person attendance required). Preparation of draft submission materials including photographs, maps, bibliography, and District Datasheets.
- PHASE II – Continue intense research for National Register registration form, cover form, Description and Significance sections, and District Datasheets, along with required supporting documentation. Submit complete draft nomination to the City and SHPO for review. Produce all required submission documents and meeting presentations for a second public meeting. Attend/lead second public information meeting to share the results (in-person attendance required).
- PHASE III – Address City and SHPO comments on nomination draft and make all edits required for formal listing. This phase also includes attendance and participation at the Historic Sites Review Board.

The City received grant funding through the Idaho State Historic Preservation Office ("SHPO") Certified Local Government ("CLG") Grant Program to create a nomination for the City's Garden District neighborhood to the NRHP.

In order to complete the nomination, the City seeks a qualified consultant to write a NRHP nomination for the Garden District neighborhood. The consultant/firm will be responsible for assisting in researching, developing, and drafting all necessary nomination materials needed for submittal to the National Park Service ("NPS"), and to work in conjunction with the Coeur d'Alene Historic Preservation Commission ("HPC"), City staff, public, local historians and preservationists, the Coeur d'Alene Tribe, and SHPO. Interested consultants/firms are requested to submit a proposal. The nomination process is to commence in April 2023 and be completed by September 2024 to meet all required deadlines.

Successful consultants must have proven experience in conducting primary source research, researching and writing a historic context narrative, assessing historic resource integrity using the NRHP eligibility criteria, writing NRHP nominations, and researching and documenting historic architectural resources. See the Scope of Work for more detail.

Proposals are due by March 14, 2023. See submittal requirements and evaluation criteria below.

PROJECT DESCRIPTION

PROJECT PURPOSE

The Garden District is one of Coeur d'Alene's oldest neighborhoods, represented primarily by residences dating to the period 1895-1940. A Reconnaissance Survey (attached) was completed in FY2020 (modified in FY2021) and submitted to SHPO by the Kootenai County Historic Preservation Commission ("KCHPC"). With the formation of the Coeur d'Alene Historic Preservation Commission in 2019, further action on the Garden District was transferred to Coeur d'Alene's HPC. The Reconnaissance Survey identified and inventoried 530 structures within its confines. That survey revealed that approximately 67 percent of the buildings recorded had sufficient significance and integrity to be considered contributing resources in a potential historic district under the guidelines of the NRHP.

This will be the HPC's first nomination to the NRHP, a milestone for the City's young Commission (established 2019). Our intention is to use this event to promote awareness of, and involvement in, the preservation of the City's rich historical fabric by both public and private sectors. Coeur d'Alene's continuing rapid growth is putting pressure on older neighborhoods like the Garden District. Each passing month seems to see another historic house razed and replaced. While listing on the NRHP cannot prevent such activities, it does recognize and convey the importance of our historical resources and civic pride to both residents and visitors. Thus, in addition to the requisite research and documentation of properties in the Garden District, we intend that the nomination process will include a robust public engagement element. The goal will be to gather input from the public and further engage and involve the residents of the Garden District and other interested parties throughout Coeur d'Alene. The nomination will also help demonstrate to City departments and other City Commissions (such as the Planning Commission and the Design Review Commission) that the new HPC is active and passionate about preserving Coeur d'Alene's heritage. The addition of the Garden District to the NRHP will demonstrate the City's commitment to maintain its historical fabric and will set the stage for further efforts of the HPC moving forward.

A limited number of the City's historic resources are currently listed in the NRHP. There are a total of 16 listings that are identified as being located within Coeur d'Alene; however, several are located outside of city limits. A previous historic evaluation was done in the Fort Grounds Neighborhood, resulting in a Historic District designation for Sherman Park Addition. The Garden District neighborhood includes two individual NRHP listings consisting of the First United Methodist Church and St. Thomas Catholic Church. The City has a rich lumber industry and railroad history, and contains many cultural and historic sites of the Coeur d'Alene Tribe that can be recognized in future Commission efforts.

The City faces many challenges to preserving its unique history, including increasing development, a growing population, property neglect, and a lack of resources to restore community assets. It is the City's hope and intention that the inclusion of the Garden District on the NRHP will provide strategic direction to local officials and citizens to find economically viable ways to preserve and reuse our local historic resources.

It is critical that the project be conducted in a way that aligns with priorities of the citizens of the City of Coeur d'Alene, such as:

- Promoting preservation as a tool for revitalizing unique locations and neighborhoods;
- Engaging the community in preservation efforts and education about the City's heritage;
- Enhancing tourism and cultural activities;
- Preserving assets with distinctive architecture and historic character by encouraging restoration and adaptive use through flexible building codes;
- Development and adherence to community-accepted design guidelines for historic neighborhoods and districts;
- Developing processes through which the City and City Planning Department can communicate to residents in advance about proposed changes within historic neighborhoods.
- Education of developers and property owners about redevelopment opportunities for historic properties and possible utilization of tax credits for properties listed in the National Register of Historic Places;
- Establishing landmarks, points of interest, and cultural areas to enhance tourism and the City's economy;
- Supporting programs that preserve historical collections, key community features, cultural heritage and traditions;
- Identifying historic markers and tours that highlight historically and architecturally significant buildings, open spaces, natural resources, and other key community features;
- Providing opportunities for tax incentives and/or grants for historic preservation.

Background Information

As noted above, a Reconnaissance Survey was completed in FY2020 (modified in FY2021) and submitted to SHPO by the Kootenai County Historic Preservation Commission ("KCHPC"). SHPO provided some updated Historic Sites Inventory Forms for certain properties within the boundaries of the survey. The consultant will need to review the 2021 Reconnaissance Survey along with the updated Sites Inventory Forms and SHPO's review notes to ensure that they have the complete picture of the neighborhood and its historic attributes. The Survey, updated Sites Inventory Forms, and SHPO's notes will be made available to all interested consultants.

The consultant will utilize the boundaries as included in Attachment 1, Project Area Map, for the NRHP nomination, and may provide feedback on any changes to the map boundary to ensure the most successful nomination consideration.

SCOPE OF SERVICES / WORK

The services provided should meet the criteria for the Project Purpose and Background Information above, and all work shall be in accordance with the National Register Bulletin, the National Register Photo Policy Factsheet, and SHPO Mapping Requirements for National Register Nominations. SHPO will review the draft contract between the City and the selected consultant prior to contract finalization to ensure compliance with the CLG Grant Program requirements.

The following scope of work is presented as a non-exclusive outline of the types of services to be provided by the consultant.

1. **Boundary Recommendation.** Review, in consultation with the City and SHPO, at an early stage in the project, the above-defined preliminary project area. Recommend to the City specific final boundaries, illustrated with a map, along with a rationale in writing, for the selected boundaries.
2. **Survey and NRHP Nomination.** Review and revise, as necessary, the previously completed inventory of all resources in the district and prepare NRHP nomination materials including the description and significance statements and inventories in accordance with the contents and format requirements provided by SHPO and NPS. The description statement shall include an inventory of all resources. Sources of information specific to a particular property, such as newspaper references, shall be listed with the inventory entry. The consultant will also need to evaluate Garages and Outbuildings as part of the effort, per NPS standards and update the total resource count for the district. Please refer to the NPS Guidance on Evaluating Garages and Outbuildings.
3. **Public information meetings/Community Outreach:** The consultant will be responsible for engaging the public through two (2) interactive in-person meetings with SHPO and the HPC in attendance. The first meeting shall be completed before June 30, 2023. The second meeting shall be conducted prior to finalizing the document and the participation with the Historic Sites Review Board. The consultant shall develop methods to obtain information from the public, City Staff, local historical experts and groups, and the HPC for the development of the Garden District Nomination. Outreach activities are intended to establish a common vision and identify community preservation goals. Work with City staff to provide opportunities for the public and other stakeholders to access project updates and announcements, and to review and comment on draft deliverables, whether online or through additional meetings.
4. **Participate at the Historic Sites Review Board (HSRB).** Participate at the HRSB to answer questions about the draft nomination.
5. **Work with City and HPC:** Coordinate on a regular basis with the HPC and City staff to develop the Garden District Nomination and comply with SHPO and CLG Grant Program requirements.
6. **Provide quarterly status reports.**

ROLES

City staff from the Planning Department and members of the Historic Preservation Commission will be available to assist with the effort. The Museum of North Idaho is a great resource as well.

The following information outlines the roles of the consultant and the City/Commission.

The City will provide and/or prepare:

- General project support to the consultant and Historic Preservation Commission, including meeting coordination (scheduling, advertising, copying and distribution of materials);
- The City will actively invite the Coeur d'Alene Tribe into the planning process;

- Per the CLG grant agreement between the City and SHPO, staff will provide 130 hours to the project.
- **Optional:** *Consultant can request that City staff assists with the Property Owner Notification List if that helps with cost savings. (See Project Deliverables below)*

The consultant(s) must be able to:

- Facilitate open and constructive discussions among various stakeholders with sometimes differing views on historic preservation;
- Mapping services to meet NPS and SHPO requirements;
- Attend and facilitate the two public meetings in-person;
- Coordinate with SHPO and the City to ensure the submittal is complete and meets all requirements.

The HPC will:

- Provide volunteer hours in support of the nomination, including research and support at the public meetings.
- Per the CLG grant agreement between the City and SHPO, the commission will provide a minimum of 430 hours to support the nomination process.

PROJECT DELIVERABLES

Deliverables shall include:

1. Upon completion, the consultant will submit one draft (electronic copy in Word) of the NRHP nomination to the City of Coeur d’Alene and the Idaho SHPO for review. The review of the nomination will follow the Idaho SHPO’s process for National Register nomination submittals. The consultant will complete all necessary revisions until accepted by the Idaho SHPO. Following acceptance by the Idaho SHPO, the nominations will be prepared for submittal to Idaho HSRB, and then the Keeper of the National Register for listing in the NRHP. The consultant is responsible for all revisions required by the HSRB and the NPS.
2. In addition to the photos embedded in the word copy of the nomination, the consultant must submit a separate TIF file for each photograph.

Please note:

Consultant can request that City staff assists with the Property Owner Notification List if that helps with cost savings. Otherwise, this should be included as a project deliverable.

The Garden District Nomination will be made available to the public in both hard copy and electronic version.

PROJECT AREA

The previous survey has identified the Garden District Historic District boundaries as roughly 5th to 11th Streets, and Lakeside Ave. to Montana Avenue. The Project Area for the NRHP nomination follows the boundaries as shown in Attachment 1.

STAFFING AND BUDGET

The City anticipates a timeline of approximately 9 to 11 months and a consultant project budget of \$16,000.00, not including printing cost or in-kind volunteer and staff hours. Per the agreement between the City and SHPO, the financial breakdown of the consultant budget is as follows:

CLG grant: \$15,000

Local cash match: \$1,000

Consultant Budget: \$16,000

The total project budget is \$30,000.00, including the federal CLG grant money, the City's cash match, the printing budget, and in-kind hours. The total project budget is broken down as \$16,000.00 for the consultant budget, up to \$500.00 in printing costs covered by the City, and City staff time and commissioner volunteer hours as in-kind match with 130 staff hours, 12 hours by the Council Liaison, and 430 hours by the commissioners. The total in-kind match equates to \$13,500.

The consultant budget includes all tasks in the scope of work, deliverables, and consultant travel. The selected consultant would conduct activities identified under the tasks listed below and ultimately produce the nomination.

PROJECT SCHEDULE (AS PER GRANT REQUIREMENTS)

The project schedule is established by the CLG Grant Program agreement between the City and SHPO. This agreement requires:

1. *The City of Coeur d'Alene shall submit an in-progress draft of the nomination materials to SHPO staff on or before **December 15, 2023** for review and comment;*
2. *The City of Coeur d'Alene shall submit a completed second draft of the Nomination to SHPO staff on or before **March 15, 2024** for final review;*
3. *The City of Coeur d'Alene shall submit a final copy of the Garden District Nomination to SHPO staff on or before **August 15, 2024**.*

Please note that no extensions will be available for the project schedule due to the CLG funding being used for this project.

CLIENT AND PROJECT OVERSIGHT TEAM

The City is the ultimate client of the consultant. The funding is provided by the CLG Grant Program, and primary oversight will be provided by the HPC and City staff.

CONTRACT TYPE

A fixed price contract will be negotiated with the successful consultant. The successful consultant will be required to provide general liability insurance in the amount of \$500,000.00. Proof of Idaho Worker's Compensation Insurance Coverage is required.

QUALIFICATIONS & EVALUATION CRITERIA

QUALIFICATIONS

The selected consultant must meet the minimum qualifications in at least one of the following fields as outlined in the draft revisions to the Secretary of the Interior's Historic Preservation Professional Qualification Standards that were published in 1997 (also referred to as "Notice 1997"). Additionally, the grant agreement between the City and SHPO specifies that a professional in one of the following professions must be selected to prepare the Garden District Nomination for Coeur d'Alene.

- Architectural History
- Historic Preservation
- History

Standard for Architectural Historian

(a) The applicant, an employee, consultant, or advisor will have a graduate degree in Architectural History or a closely related field of study (see Academic Background for Architectural History), plus a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of Architectural History that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Architectural Historians); or

(b) An undergraduate degree in Architectural History or a closely related field of study (see Academic Background for Architectural History), plus a minimum of four (4) years of full-time professional experience applying the theories, methods, and practices of Architectural History that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historians).

Standard for Historic Preservationist

(a) The applicant, employee, consultant, or advisor will have a graduate degree in Historic Preservation or a closely related field of study (see Academic Background for the Historic Preservation discipline), plus a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of Historic Preservation that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic and prehistoric properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historic Preservationists); or * * *.

(b) An undergraduate degree in Historic Preservation or a closely related field of study (see Academic Background for the Historic Preservation discipline), plus a minimum of four (4) years of full-time professional experience applying the theories, methods, and practices of Historic Preservation that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic and prehistoric properties in the United States

and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historic Preservationists).

Standard for Historian

(a) The applicant, employee, consultant, or advisor will have a graduate degree in History or a closely related field of study (see Academic Background for History), plus a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of History that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historians); or* * *

(b) An undergraduate degree in History or a closely related field of study (see Academic Background for History), plus a minimum of four (4) years of full-time professional experience applying the theories, methods, and practices of History that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historians).

See full details in the proposed Professional Qualification Standards document (Notice 1997), which is available online at: <https://www.ncptt.nps.gov/articles/c2a/soi-professional-qualification-standards/>

It is important to note that, as per the definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

EVALUATION & SELECTION

Proposals should demonstrate a clear understanding of the project and provide a summary of the team's qualifications, examples of successful projects, and proposed deliverables. Proposals should not exceed 25 pages and must include the following items:

1. A cover letter, including a brief history of your firm, key personnel, scope of services, and examples of prior projects directly related to this request.
2. A narrative addressing your understanding of the anticipated work identified in this proposal.
3. A detailed scope of work incorporating the tasks identified in the RFP, as well as a timeline for deliverables.
4. A detailed resume for all individual professionals you will have available for this project, if selected - including education, expertise, and experience. Please identify any partners, consultants or sub-contractors.
5. A list of relevant and similar nominations you have completed. Include the following:
 - a. Project description
 - b. Date listed
 - c. Names of project personnel involved
 - d. Project owner contacts – name, title and current phone numbers

6. Three (3) references from recent engagements of similar size and scope, with name, title and current contact information.
7. An itemized \$16,000 budget (due to grant specifications, we must not exceed this amount).

The HPC will perform the RFP evaluation, utilizing the RFP Evaluation Matrix in Attachment 2. The most qualified consultant will be selected based on how well they address the project deliverables and other relevant criteria as established by the HPC.

Interviews

After review of the technical proposals, the Selection Committee may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required services. Interviews will be ranked on their presentation.

DIRECTIONS FOR SUBMISSION

Proposals are due by 12:00PM, NOON (PT) on March 14, 2023.

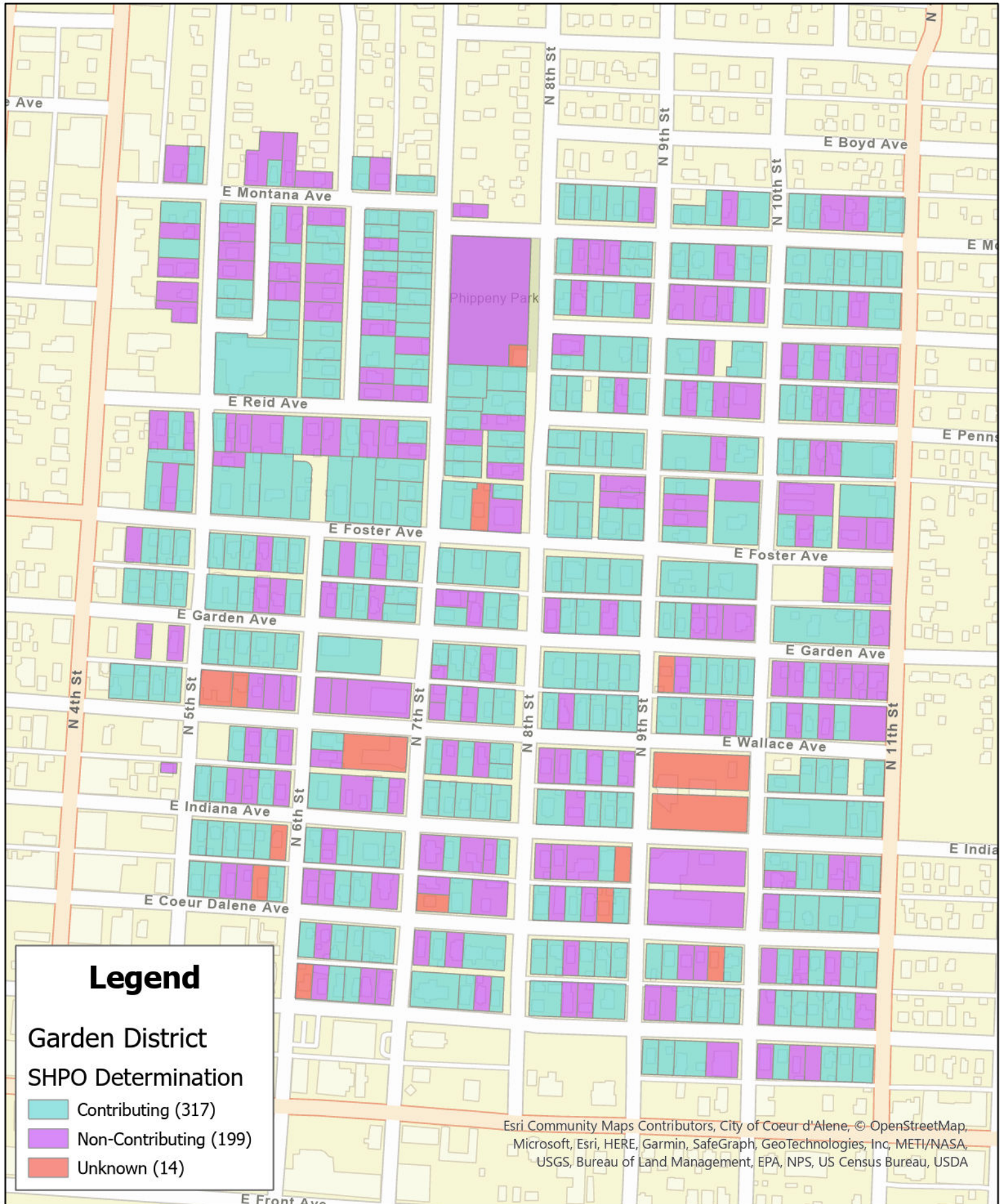
Submit proposals or questions regarding this RFP to:
Shana Stuhlmiller, Commission Liaison
City of Coeur d'Alene, 710 E. Mullan Ave., Coeur d'Alene, ID 83814
SHANA@cdaid.org and (208) 769-2240

Email is preferred for both questions and proposals.

Attachment 1: PROJECT AREA MAP

Attachment 2: RFP EVALUATION MATRIX

Coeur d'Alene - Garden District



RFP Evaluation Matrix

Firm:			
A Factor		B Possible Points	C Score
Proposal Content (20 possible points)			
1	Is the proposal fully responsive to the items listed in the RFP?	10	
2	Is the proposal well-developed and easily to understand?	10	
Organization and Personnel (20 possible points)			
1	Meets required qualifications, experience, background, record of past accomplishments and demonstrated competence.	10	
2	Do personnel (including sub-consultants) assigned to project meet the qualification requirements?	10	
Quality and Relevancy of Previous Work (50 possible points)			
1	Does the proposal demonstrate experience with similar projects of size and scope?	25	
2	Does the proposal include example projects, and are they of high quality?	25	
Approach to the Garden District NRHP Nomination (60 possible points)			
1	What special qualifications and creative ideas would the consultant(s) bring to the project, if they were selected?	15	
2	Has the consultant(s) adequately defined a work plan that includes the tasks identified in the RFP?	15	
3	Does the scope of work effectively involve the public and other stakeholder groups?	15	
4	Are the project schedule and staff levels reasonable and realistic?	15	
Value (10 possible points)			
1	Scope of services to be performed for the proposed fee budget	5	
2	Is this the best deal for available funding?	5	

A Factor		B Possible Points	C Score
References (40 possible points)			
1	Did the project meet the terms and conditions of the client?	4	
2	Was the work completed on schedule and within the original budget?	5	
3	Did the services meet expectations?	5	
4	Has the work been useful after consultant left?	4	
5	Was the consultant easy to work with and responsive to client requests for changes?	8	
6	Would consultant be hired again to update the plan or perform additional work?	8	
7	Was the work product worth the cost and effort? ("Did you get what you paid for?")	6	
Subtotal		200	
Total Possible Points = 200			
Intangible Factors			
Total			

Other Notes