

**Request for Proposals
Nineteenth Century Residential Intensive-Level Survey – Phase I
City of Fort Lupton, Colorado**

**Release Date: April 12, 2017
Proposal Submittal Deadline: May 12, 2017 by 3:00 PM**

<http://www.fortlupton.org/483/RFP-Intensive-Survey-of-Residential-Prop>

Contents

- Section 1: Introduction 1
 - Purpose 1
 - Background 1
- Section 2: Scope of the Project 1
 - Services 2
 - Products and Deliverables..... 2
 - Existing Functional Plans & Documents 3
- Section 3: Proposal Requirements 3
 - Proposal Submission Requirements..... 3
 - Proposal Format 4
 - Tentative Schedule..... 5
 - Questions 5
- Section 4: Evaluation and Consultant Selection 5
 - Selection Process..... 5
 - Evaluation Criteria..... 6
- Section 5: Additional Information..... 6
 - Consulting Agreement 6
 - Insurance 6
 - Acceptance of Terms..... 6
- Request for Proposals Authorization Form..... 7

Section 1: Introduction

Purpose

The City of Fort Lupton (“City” or “Fort Lupton”) is submitting this Request for Proposals (“RFP”) to receive competitive proposals from qualified consultants who are interested in carrying out a Phase I intensive-level survey of nineteenth century residences in the City (“Residential Survey” or “Survey”). Phase I of the Residential Survey will include a total of twenty residences that will be identified at a pre-project meeting with City staff, the Historic Preservation Board, and the chosen consultant.

Background

Fort Lupton was incorporated in 1889, and is located in southern Weld County at the intersection of State Highway 52 and U.S. Highway 85. Fort Lupton was originally settled as a major fur trading post along the South Platte River. Completion of the railroad through Fort Lupton in 1870, and later construction of the Union Pacific Depot in 1882 located along the railroad right of way off of 4th Street, shifted development to the area now known as downtown Fort Lupton and the surrounding area. The first subdivision, known as the Fort Lupton Subdivision, was platted in that area in 1882. The properties within this Subdivision have largely been recorded through previous intensive-level surveys, including residential properties that lie along Denver Avenue and Main Street. However, residential buildings outside of this area have for the most part been excluded from intensive-level surveys. The City is interested in continuing to identify historic resources within the community, and this RFP particularly seeks to catalogue 19th Century residential buildings.

Section 2: Scope of the Project

The Residential Survey is to include a total of twenty residences constructed in the late-19th Century. This project is intended to be a part of a larger, phased survey program, where an ongoing review of residences will be conducted to ensure that all potentially historically significant housing is documented. In 1891, there was an addition to the original Fort Lupton Subdivision, and this area includes additional properties that are believed to be historically significant due to their proximity to the former Depot, which was a major driver for development within the City. The residences within this addition to the Fort Lupton Subdivision have not yet undergone an intensive-level survey. According to “Crossroads in Eden: Development of Fort Lupton,” a history of Fort Lupton that was funded through a previous grant from History Colorado, the oldest residential development was located between Denver Avenue and the railroad right-of-way and between 2nd Street and 4th Street. A survey of the residences within the addition to the original town subdivision that supplements previously recorded properties will capture many of these older residences. A map that shows the City’s historic residences (those 50 years or older) and already surveyed properties is attached to this RFP. Also attached is the 1891 subdivision plat for reference.

The City has been awarded a CLG Subgrant from History Colorado in the amount of \$20,756 to complete the project described in this RFP. All work identified in this Section 2, including products and

deliverables, must be fully completed and submitted to the State Historic Preservation Office and City of Fort Lupton by June 30, 2018 to comply with National Park Service requirements.

Services

The services provided by the chosen consultant will include, but not necessarily be limited to:

Project Kick-Off

1. Initial meeting with City staff and the Historic Preservation Board to: (a) determine a method for identifying the twenty residential properties from the nineteenth century that would be appropriate for Phase I of the Residential Survey, (b) identify how the Historic Preservation Board will be involved in the Survey process, and (c) discuss any other questions, comments or final thoughts from City staff, the Historic Preservation Board, and the chosen consultant related to the Survey.
2. Finalize the properties that will be included in the Survey and the methodology for the Survey, in coordination with City staff and the Historic Preservation Board.
3. Notify affected property owners by U.S. mail and hold an initial kick-off meeting with owners, neighbors, City staff and the Historic Preservation Board to describe the project timeline, process and intent and address any questions or concerns.

Survey Fieldwork & Research

1. Perform fieldwork, including the compilation of photographs and property sketches, and conduct research on each of the twenty residential properties identified for the Residential Survey. If there are secondary structures located on the chosen properties, they shall be surveyed as well.

Project Conclusion

1. Delivery of the final documents required under the Products and Deliverables section of this RFP to the City and State Historic Preservation Office.
2. Presentation on final findings and conclusions found from the Residential Survey to the Historic Preservation Board, City staff and the community at a final meeting.

All work on the Survey shall be performed so that it complies with the Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation, available online at https://www.nps.gov/history/local-law/arch_stnds_0.htm and the standards established by History Colorado and detailed in the Colorado Cultural Resources Survey Manual ("Manual") found at <http://www.historycolorado.org/oahp/survey-manual>.

Products and Deliverables

The primary deliverable that will be provided by the chosen consultant will be a completed Residential Survey document that incorporates the information collected throughout the process identified under the Services subparagraph found in Section 2 of this document. Deliverables provided shall include, but may not be limited to, the following:

1. Travel to and from Fort Lupton and any other locations travelled to specifically for work related to this Residential Survey.

2. An initial meeting with City staff and the Historic Preservation Board to discuss the Survey.
3. A kickoff presentation to the community to introduce and discuss the Residential Survey.
4. A draft of all deliverables identified in this section for review by the City and History Colorado, with any edits completed by the consultant.
5. A final Survey report that meets the Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation, available online at https://www.nps.gov/history/local-law/arch_stnds_0.htm and the standards established by History Colorado and detailed in the Colorado Cultural Resources Survey Manual found at <http://www.historycolorado.org/oahp/survey-manual>, in the number and format provided below:
 - a. Two hard copy sets and one electronic copy of the Survey Report to the City, including attachments such as OAH1403 Forms, photographs, and any other additional information collected over the course of the Survey and/or required by the Manual. A Word version and pdf version of the written portion of the Survey Report should be included with the electronic copy.
 - b. The Survey Report, including attachments, to the State Historic Preservation Office in the number and format required by the SHPO.
6. A project conclusion presentation before City Council, the Historic Preservation Board, City staff and other community members to discuss findings, conclusions and recommendations.

Existing Functional Plans & Documents

The Residential Survey should reference and coordinate with other surveys completed by the City of Fort Lupton to ensure that the properties selected for the survey have not previously been documented. The consultant should also review other adopted plans and documents of the City to obtain historical information on properties and for a background on the goals and objectives of the City and the Historic Preservation Board. These documents include:

- Crossroads in Eden: The Development of Fort Lupton, 1835-2000
- City of Fort Lupton Preservation Plan
- Fort Lupton Municipal Code: Chapter 18, Article XVII: Historic Preservation
- Reconnaissance Survey of Historic Buildings (2001)
- Selected Historic Properties in Fort Lupton: Survey Report (Intensive Survey – 2003)
- Fort Lupton Downtown District (Intensive Survey – 2009)

The above documents can be found at <http://www.fortlupton.org/430/Reports-Documents>. Additional documents can be requested by the chosen consultant to be provided by City staff.

Section 3: Proposal Requirements

Proposal Submission Requirements

The consultant shall submit one (1) unbound original, three (3) copies and one (1) digital copy of the proposal submittal. The City encourages the use of recycled paper products and double sided print. The

City discourages the use of plastic products including three-ring binders, plastic folders, etc. for all submissions.

The deadline to submit proposals is no later than **May 12, 2017 at 3:00 PM.**

The proposal submittal should be submitted in a sealed envelope labeled “Residential Survey – Phase I” and delivered to:

City of Fort Lupton
Attn: Leann Perino
130 S. McKinley Ave.
Fort Lupton, CO 80621

Proposal Format

Proposals should contain the following information:

1. **Title Page.** Provide the name of your firm, address, telephone and name of contact person on a title page.
2. **Letter of Transmittal.** Provide a complete statement regarding the understanding of the project and your interest in working with Fort Lupton on the Residential Survey. The transmittal letter shall be signed by a duly authorized officer or agent empowered with the right to bind the consultant submitting a proposal for consideration.
3. **Firm Background.** Provide information on the size, location, available resources and brief discussion on past experiences related to completing historic surveys or other similar projects.
4. **Project Team.** Identify the project team and provide a statement of qualifications for each individual, including information such as: education, professional registrations, area of expertise and years of service in their respective field. Provide a statement on how the project team meets the Secretary of Interior’s Qualification Standards for Architectural History, which can be found at https://www.nps.gov/history/local-law/arch_stnds_9.htm.
5. **Work Samples.** List and provide in electronic format only (either a webpage link to the document or other electronic format) three (3) examples of completed survey documents or other applicable writing samples recently completed by your firm.
6. **Methodology and Approach.** Provide a description of the approach your firm intends to utilize in order to identify appropriate residential properties to survey and method to complete the Residential Survey.
7. **Timeframe.** Include a detailed phasing and task list and estimated completion time of each task. Provide an estimated start date and completion date of the Residential Survey based on a project completion date of June 30, 2018.
8. **References.** Submit names, e-mails and telephone numbers of other municipal officials that we may contact to verify performance on projects recently completed by your firm as identified under the Firm Background section of the proposal submittal.
9. **Verify Firm Capacity.** Provide a statement verifying your ability to begin work on the Residential Survey and complete the tasks, including provided final deliverables to the City and State Historic Preservation Office by no later than June 30, 2018.

10. Cost Breakdown. Submit a not-to-exceed cost breakdown of the Residential Survey process, including travel and material expenses, for the work identified by the consultant in the Methodology and Approach and Timeframe sections of the proposal submittal.
11. Proposer Authorization Form. A completed Authorization Form, in the form attached to this RFP must be enclosed with all proposals.
12. Supporting Information (Optional). Provide other supporting information you feel may help us further evaluate your qualifications and fit for completing the Residential Survey.

Tentative Schedule

The tentative schedule for this Request for Proposals is as follows:

- Release of RFP: April 12, 2017
- Deadline for Questions: April 26, 2017
- Question Responses and/or Addenda to RFP: April 28, 2017 by 5:00 PM
- Proposal Submission Deadline: May 12, 2017 at 3:00 PM
- Selection Committee Reviews Complete: Mid-Late May 2017
- Selection of Consultant: Late May 2017
- Start of Work: End of June 2017 (Tentative. Start date will be based on NPS funding and contract finalization.)

Questions

The deadline for questions regarding the proposal is April 26, 2017. Questions can be directed to Alyssa Knutson by e-mail only at aknutson@fortlupton.org. Responses to questions and/or addenda determined to be required by City staff to further clarify this RFP will be posted to the Residential Survey webpage at <http://www.fortlupton.org/483/RFP-Intensive-Survey-of-Residential-Prop> no later than April 28, 2017 at 5:00 PM.

Section 4: Evaluation and Consultant Selection

Selection Process

The City will follow the below process to select the consultant for the Residential Survey:

1. Each proposal submitted within the deadline will be reviewed to ensure whether all required materials have been submitted according to the guidelines set forth in this RFP. All proposals that do not meet minimum requirements will be rejected.
2. A combination of City staff and Historic Preservation Board members will be assembled to serve as the Residential Survey Selection Committee and review the submitted RFPs based on predetermined evaluation criteria, as identified later in this Section. The qualifications of each consultant and all submitted materials will be evaluated for compliance with the requirements and conditions contained in this RFP.
3. After the Residential Survey Selection Committee completes its evaluation of the submitted proposals, each Committee member will rank each submittal based on the established

qualification standards and an established rating system. The consultant selected will be based on the submittal that receives the highest combined rating after combining each of the Committee’s scores.

4. The Residential Survey Selection Committee will present the selected consultant to City Council at their next regular meeting for approval.

Evaluation Criteria

Project Team Qualifications and Experience	20 Points
Proposed Methodology and Approach	20 Points
Understanding of Fort Lupton	20 Points
Timeframe and Completion Date	20 Points
Proposed Fees and Costs	20 Points
Total Points Available	100 Points

Section 5: Additional Information

Consulting Agreement

A consulting agreement in a form provided by the City shall be executed by the City Administrator and a duly authorized officer or agent of the chosen consultant prior to commencing any work related to the Residential Survey or any other work requested in this RFP. Minor changes that do not affect the substance of the agreement provided may be considered prior to finalizing the agreement. At the time of entering into an agreement, the consultant must submit proof of compliance with the “Illegal Alien” Provisions of C.R.S. 8-17.5-101, *et seq.*

Insurance

The consultant chosen by the City to perform the Residential Survey shall provide the City with a certificate of insurance naming City, including the City Council, employees and agents, as additional insured with an insurance company, types of coverage and amounts of coverage that are acceptable to the City.

Acceptance of Terms

Submission of a proposal indicates acceptance by the consultant of conditions contained in this Request for Proposals. Note that all proposal submissions are subject to State and Federal open records laws.

Request for Proposals Authorization Form

The undersigned certifies that they have fully read this Request for Proposals (RFP) for a Nineteenth Century Residential Intensive-Level Survey: Phase I (Residential Survey). The undersigned further states that they have carefully examined the criteria for the Residential Survey, and all other information furnished in the RFP, and make this proposal accordingly. The undersigned declares that they are making this proposal solely based upon their own knowledge and that they are duly authorized to submit this proposal. Undersigned affirms that in the event they are awarded the Residential Survey project, that they will enter into a Consulting Agreement with the City to perform the work in accordance with the terms for performing the Residential Survey as specified in the Request for Proposals.

Signature of Duly Authorized Representative

Date

Printed Name

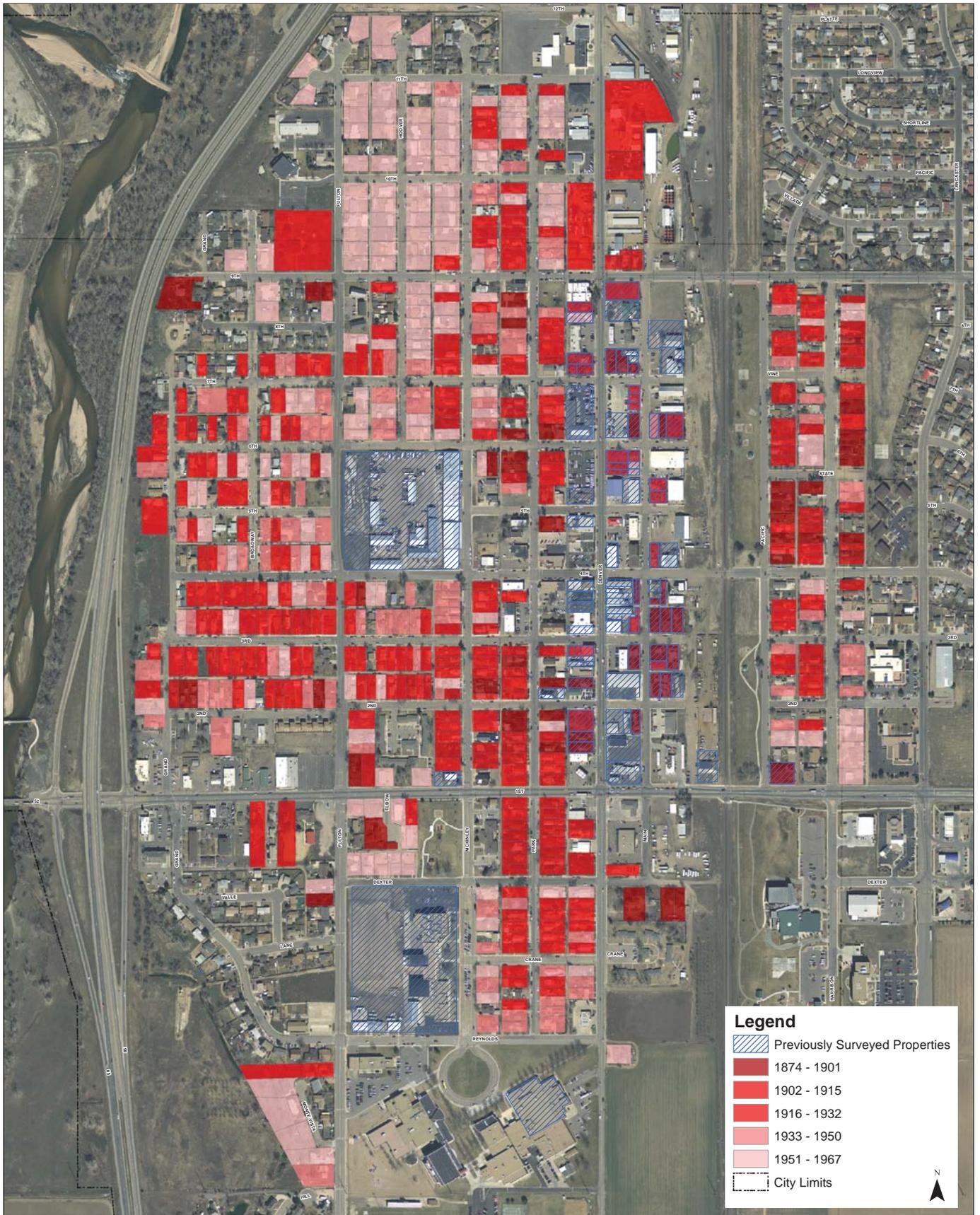
Business Name

Business Address

Telephone Number

E-Mail Address

Fort Lupton Residences Built in 1967 or Earlier



MAP FORT-LUPTON

East 1/4 of Section 5, Township 1 North, Range 65 West, 10th P.M.
A.M. Kittell Surveyor

I hereby certify that I have surveyed and staked out the city of Fort Lupton as represented on this plat that the same is situated on the East 1/4 of the North East 1/4 of Section 5, and the West 1/4 of the North West 1/4 of Section 5, Town 1 North Range 65 West of 10th P.M., Weld County, State of Colorado.

A. Kittell
Surveyor

Whereas all were by these presents that of that C. Winbourn of the county of Weld and State of Colorado, being the owner of a part of Sec. 5, Town 1 N.R. 65 West, have laid out a part of same into town lots, said lots being within the boundaries of the Incorporated Town of Fort Lupton Colorado, and known as blocks numbers 22, 23, 24, 25, 26 and 27 as shown on this map and further that it is granted to the people of said town the perpetual right of way over all streets, avenues and alleys, so far as laid out by me as shown on this map, that they.

Witness my hand and seal this 27th day of January A.D. 1890

That C. Winbourn

This plat was acknowledged by that C. Winbourn before me this 27th day of January A.D. 1890
D. J. Hubbard
Notary Public
My Commission Expires Feb. 10 1891

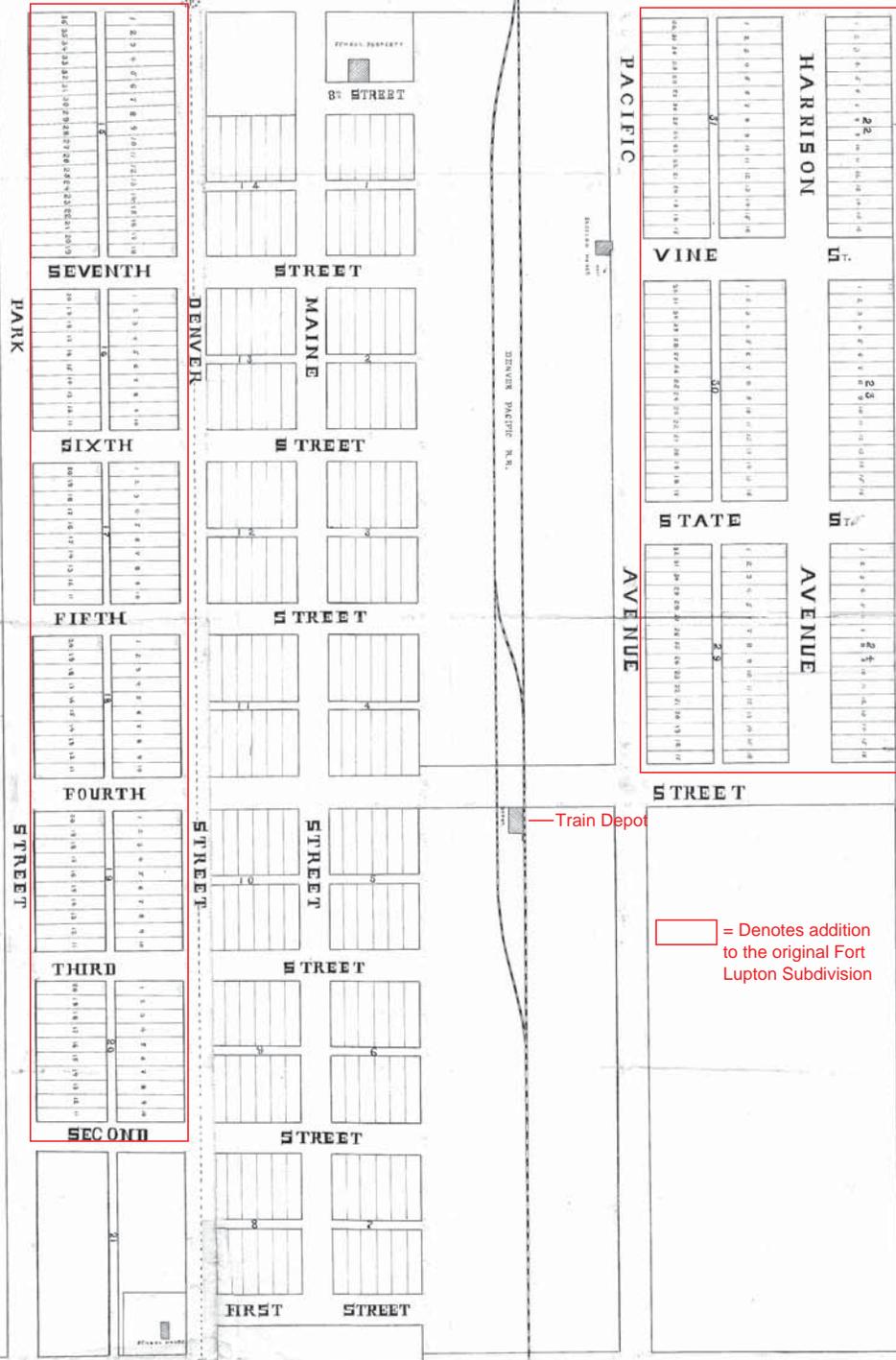


#35654

11⁰⁰ a
Library 5⁰⁰

F.P. Brock

9⁰⁰



[Red Box] = Denotes addition to the original Fort Lupton Subdivision

quill prob