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REQUEST FOR PROPOSAL FOR:
CITY OF GAYLORD, MN
HISTORIC DOWNTOWN GAYLORD RECONNAISSANCE SURVEY

I. Introduction:

The City of Gaylord is seeking proposals from qualified firms who are interested in providing consulting services.

II. Scope of Services:

The consulting services sought include the completion of a Historic Downtown Gaylord Reconnaissance Survey for the City of Gaylord, Minnesota which will consist of an intensive level survey of Fourth Street from the railroad tracks on the south side of Fourth Street to the Courthouse on the north side of Fourth Street. The area is approximately 5.5 acres and contains approximately 21 buildings. The final product will include a completed Historic Downtown Gaylord Reconnaissance Survey for the City of Gaylord in digital format to upload onto the City's website along with 10 hard copies.

The project must be completed in accordance with the Secretary of the Interior's Standards for Archeology and Historic Preservation, the Minnesota State Historic Preservation Office's (MNSHPO) Guidelines for History/Architecture Projects in Minnesota (October 2010), and the SHPO Manual for Archaeological Projects in Minnesota (July 2005).

The survey would consist of a description of each property, including the approximate date of construction, architectural style, number of stories, roof shape/material, window type/material, exterior siding, and any alterations (additions, window modifications, siding, porch enclosures, etc.). An assessment of the integrity of each building would also be included, along with photograph(s) of the buildings. The survey will also provide a brief overview of architectural styles that are present in the survey area. As part of the survey, there will be a brief contextual component based on the historic context study which was already completed so that the study can be a stand-alone document.

The City of Gaylord recently completed a Historic Context Study prior to embarking on the Reconnaissance Survey. The survey will state the historic significance of each building and its potential National Register of Historic Places eligibility, however this

is not the main goal of the survey which is actually to document the buildings, describe their architectural design and note their changes and significance to Gaylord.

III. Instructions to proposers:

Proposals must be in writing and must be received by 3:30PM on Wednesday, July 27, 2016. All proposals, questions and correspondence should be directed to: Rick Almich, Interim City Administrator, 332 Main Ave, PO Box 987, Gaylord, MN 55334. (507) 237-2338. In order to ensure a fair review and selection process, firms submitting proposals are prohibited from contacting any other organization members regarding these proposals.

Deliver proposals to:

City of Gaylord
Attn: Rick Almich
PO Box 987
332 Main Ave
Gaylord, MN 55334-0987

IV. Statement of content of RFP:

- A. Title Page (name, address, phone contact person, date)
- B. Table of contents
- C. Statement of the Proposal (work, timetable, availability)
- D. Consultant's/firms profile/history/experience/references
- E. Resumes of Staff demonstrating how they meet professional qualification standards
- F. Fees and method of payment
- G. Any other information deemed helpful in demonstrating the proposer's ability to successfully complete the project.

V. Proposal Evaluations:

Proposals will be reviewed based on whether they meet the needs of the community and follow the grant program guidelines of the Minnesota Historical and Cultural Heritage Grant through the Minnesota Historical Society. Price alone will not be the reason for selection. Additional considerations include:

- 1. Project manager experience
- 2. A work and educational experience in historic preservation
- 3. Experience completing historic reconnaissance surveys

4. Meet the Secretary of Interior's Professional Qualification Standards in Architectural History, Historic Architecture, or History

VI. Agreement terms:

The staff selected proposal will be approved by the City Council at a regular City Council meeting. Work must be completed by December 31, 2016.

VII. Timetable:

Proposals will be opened as they are received. It is not anticipated that any interviews will be scheduled but your firm will be notified if they are warranted. Selection on the consultant is expected to occur on August 17, 2016.