

**REQUEST FOR PROPOSALS**  
**NATIONAL REGISTER NOMINATION**  
**Chester Fritz Auditorium**

**Proposal Deadline: Friday, December 2, 2022**

**INTRODUCTION**

The Grand Forks Historic Preservation Commission (GFHPC) seeks a qualified consultant to prepare a nomination of the historic Chester Fritz Auditorium to the National Register of Historic Places.

The consultant should have expertise in the field of architectural survey and historical documentation and meet the professional qualification standards as established by the Secretary of the Interior for history and architectural history.

**The maximum budget for this project is \$12,000.**

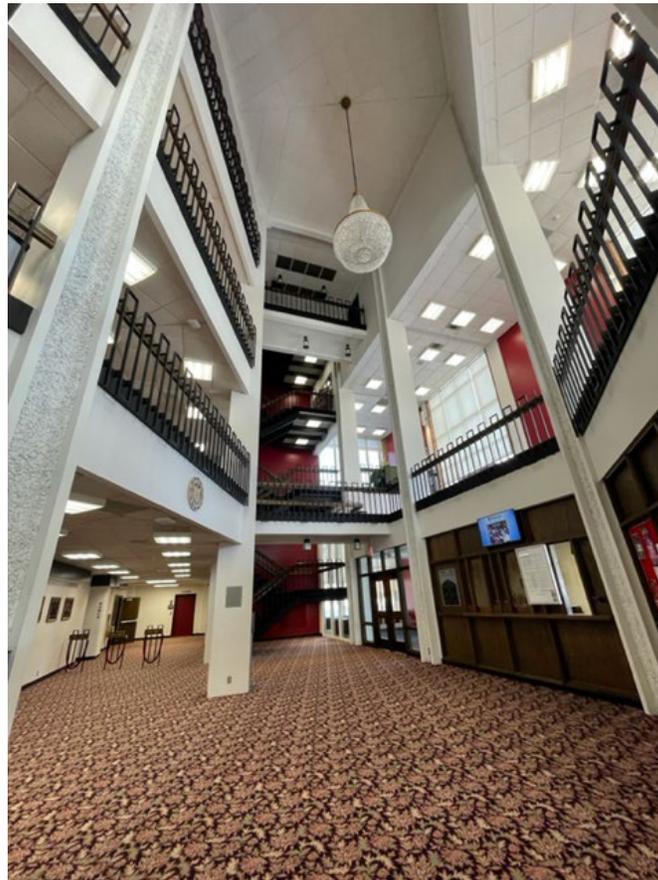
**HISTORY**

The Chester Fritz Auditorium is built where the UND theatre tradition began many years ago on the banks of the English Coulee. In 1965, Chester Fritz gave the University of North Dakota \$1 million towards the construction of a "distinctive auditorium" on campus. A matching appropriation of \$1 million from the state of North Dakota and \$1 million in private bequests completed the funding for the Chester Fritz Auditorium.



The building was designed by well-known local architect, Myron Denbrook. Denbrook is the former business partner of Theodore Wells and together, they were responsible for many civic, education

and religious buildings in Grand Forks. As a prominent local venue it has hosted many well-known entertainers and productions from Willie Nelson and Dave Brubeck to the Montreal Symphony Orchestra and the Vienna Boys Choir.



The building maintains its architectural integrity and appears much as it did when originally constructed. It is anticipated that the building would be nominated under Criteria A (associated with events that have made a significant contribution to the broad patterns of our history) and Criteria C (embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction).

## **RESOURCES**

The successful contractor will conduct the research necessary to the nomination, examining the resources housed in the appropriate state, regional and local repositories. Repositories should include but are not limited to the State Archive Research Library, University of North Dakota Chester Fritz Library Department of Special Collections, Grand Forks County Historical Society, Grand Forks County and City records, *Grand Forks Herald* archives, and the Grand Forks Public Library.

Personnel from the GFHPC will provide the contractor with any information which they have available and introduce the contractor to local resources and personnel.

## **SCOPE OF WORK**

The nomination must be written in accordance with the guidelines presented in National Register Bulletins "[How to Complete the National Register Registration Form](#)," and "[How to apply the National Register Criteria for Evaluation](#)".

The Consultant shall submit one [1] copy of the draft nomination on the appropriate National Register forms (including one [1] set of supporting documentation on continuation sheets, topo maps and one [1] printed set of photographs labeled in accordance with [National Register Photo Policy Factsheet updated 5/15/2013](#)) for review by the Grand Forks Historic Preservation Commission. After local review, the commission will forward the draft nomination to the State Historical Society of North Dakota (SHSND) for review.

All materials must be edited for grammar, punctuation, and clarity prior to submission. The Commission and the State Historical Society will review the draft nomination and submit to the Consultant a written critique of the draft, including required modifications. Following receipt of the comments, the Consultant will incorporate the comments, make the required modifications to the nomination and resubmit to the Commission.

## **PHOTOGRAPHS**

Photography, labeling and formatting should adhere to the guidelines found on [National Register Photo Policy Factsheet updated 5/15/2013](#). One [1] printed set of photos is due with the initial draft of the nomination to the GFHPC (May 5, 2023). Digital photographs may be submitted with the final nomination, following the guidelines on the factsheet.

## **MAPS**

USGS Topographic maps showing the location of the nominated property are required. Maps are due with the State Review Board (SRB) draft. The scale required is 1:24,000, and the maps must be labeled according to National Register requirements with double-checked UTM coordinates. Maps should adhere to the National Register [GIS Map Guidance](#) (June 2012).

## **SUPPLEMENTARY INFORMATION**

Any supplementary information must be submitted with the SHSND State Review Board draft. Supplementary information (eg: architectural drawings, copied primary source documents) should be letter size, if possible.

## **PRESENTATION**

A Public Hearing in Grand Forks will be scheduled at least two weeks prior to the State Review Board hearing. The Consultant shall present the nomination to the public at this time, using slides or PowerPoint to illustrate the components of the nomination. The slides or a copy of the PowerPoint presentation will be provided to the GFHPC.

Presentation of the nomination to the State Review Board is tentatively scheduled for the August 25, 2023 meeting. The contractor must attend, present a "highlights" overview of the nomination and be prepared to respond to questions from the Board. Digital slides are required and a laptop is provided for the presentation. A slide of the federal grant disclaimer/acknowledgment is required to be within the presentation.

## CHANGES

Revision Deadlines: Consultant is responsible for making all necessary revisions to the nomination until the nomination has been accepted by the Keeper of the National Register (assuming that the NPS agrees that the proposed property is worthy of nomination), even if these revisions are received by the consultant after the end date of the contract. Any revisions required by the GFHPC, SHSND, North Dakota State Historic Preservation Review Board or by the Keeper must be made within 30 days of Consultant notification.

## ADDITIONAL REQUIREMENTS

All materials must be edited prior to submission for grammar, punctuation, and clarity.

## TENTATIVE TIME LINE

- |  |                    |
|--|--------------------|
| • RFP released   | October 27, 2022   |
| • Proposal deadline                                    | December 2, 2022   |
| • Notify selected Contractor                           | December 16, 2022  |
| • First draft of nomination to GFHPC                   | May 5, 2023        |
| • Critique of first draft from GFHPC to Consultant     | May 12, 2023       |
| • Revised draft to GFHPC and to SHSND                  | June 12, 2023      |
| • Critique of second draft from SHSND to Consultant    | June 23, 2023      |
| • Nomination Completed, sent to GFHPC & SHSND          | July 24, 2023      |
| • Public Hearing presentation in Grand Forks           | August 8, 2023     |
| • Present nomination to State Review Board in Bismarck | August 25 2023     |
| • Submit changes requested by the State Review Board   | September 30, 2023 |

## PRODUCTS

### **Draft Nomination (One Set of the following)**

- Registration form and continuation sheets
- Supporting documentation
- Topographical maps
- 1 printed set of photographs in approved format (refer to factsheet noted above)

### **Final Nomination (three print copies plus three complete CD-Rs/DVD-Rs - one complete copy for GFHPC, and two complete copies for NDSHPO)**

- Registration form and continuation sheets
- Supporting documentation
- Topographical maps
- Photographs in approved format (include one printed set of photographs if changes from Draft Nomination)
- PowerPoint Presentation for Public Hearing and State Review Board Presentation.

**Tentatively scheduled public hearing presentation** - Grand Forks, ND, August 8, 2023

**Tentatively scheduled State Review Board presentation** - Bismarck, August 25, 2023

## QUALIFICATIONS

The Consultant must be qualified as an architectural historian or historical architect under

36 CFR 61 Appendix: Professional Qualification Standards, preferably with at least two years of architectural survey experience or with at least two nominations written by the Consultant and approved by the Keeper. All Consultants must be registered with the office of the North Dakota Secretary of State, or agree to become registered upon acceptance of successful proposal.

## **PROPOSAL SUBMISSION**

**All proposals for this project must be received in the office of the Grand Forks Historic Preservation Commission, 255 N. 4<sup>th</sup> Street, P.O. Box 5200, Grand Forks, ND 58206-5200 by 4:00 p.m., Friday, December 2, 2022.**

The Commission reserves the right to reject any and all proposals and to negotiate changes with any Consultant.

The Commission is not liable for any cost incurred by any Consultant prior to the execution of an agreement or contract. Nor shall the Commission be liable for any costs incurred by the Consultant that are not specified in the contract.

The Commission is an Equal Opportunity Employer.

## **INFORMATION TO BE INCLUDED IN THE PROPOSAL**

### **Letter of Transmittal**

Provide a letter of transmittal briefly outlining the Consultant's understanding of the work and general information regarding the Consultant and individuals to be involved, and the name, address, telephone number, and email address for the firm's primary contact person.

### **Profile of Consultant**

The proposal shall include general information about the Consultant, the Consultant's area of expertise related to this RFP, and the Consultant's official name, address and principal officers, including the qualifications of the project manager and other key personnel who would be assigned to the project.

### **Qualifications**

- The proposal shall include the name of the project manager, his or her qualifications and experience, and the names, qualifications and experience of other key personnel who would be associated with the project. The selection of a project manager by a Consultant will constitute a contractual commitment by that Consultant and a substitute manager will not be allowed without prior written approval by the Commission.
- The proposal shall describe the experience of the Consultant in preparing National Register Nominations. The proposal shall include at least three references of clients with whom the Consultant has had similar projects, and the names of the key personnel proposed for the project who worked on the referenced projects.
- The proposal shall discuss the Consultant's ability to integrate this project into the Consultant's present workload.

## Budget Information

A fixed fee contract will be used.

If an itemized budget is presented certain budget items must be limited as follows:

- The rate for mileage cannot exceed 62.5¢ per mile in North Dakota and within 300 miles of the border of North Dakota.
  - The rate for meals cannot exceed \$40.50 per day per person in North Dakota or up to the allowable rate set by the state legislature; federal rates apply outside of North Dakota and vary for each city.
  - Maximum of ninety percent of the GSA rate for lodging in North Dakota plus applicable state and local taxes. As of October, 2022, the GSA rate for lodging in ND is \$98, therefore the maximum amount that can be claimed is \$88.20 plus applicable taxes ( $\$98 \times 90\% = \$88.20$ ). The GSA will update their rates periodically during the biennium and the allowable lodging reimbursement will also change at that time.
  - Consultant hourly rate: This rate shall not exceed the maximum daily rate of compensation in the Federal Civil Service equal to 120 percent of a GS-15, step 10 salary. (<https://www.federalpay.org/gs/2021/northdakota#restofus>)
    - $\$143,598$  yearly salary + 16.2% pay adjustment =  $\$170,532 / 2087$  hours (federal work year) =  $81.71 \times 120\% = \$98.05$
  - The budget must be broken down by line item and must include the hourly wage for each individual involved in the project as well as a description of his or her function in the project.
  - All figures must be rounded off to the nearest dollar.
  - Indirect expenses such as rent, utilities, and general phone costs are not allowable expenses unless the contractor has a federally approved indirect cost ratio. A copy of this approval must be included with the proposal.

Contractor will be required to carry, for the period of the contract, Comprehensive General Liability Insurance (personal injury, bodily injury and property damage to a combined single limit of \$1,000,000 for each occurrence and \$1,000,000 total aggregate liability) and Comprehensive Automobile Liability Insurance (owned, non-owned, hired; limits of \$1,000,000 for each occurrence for bodily injury and property damage), and comply with worker's compensation insurance and employer's liability insurance as required under the laws of the State of North Dakota. **The City of Grand Forks must be listed as co-insured on these policies.**

Recent budgets have included approximately \$600 to purchase said insurance. This amount may be requested in addition to the \$12,000 maximum budget for the nomination itself. Quotation of fees and compensation shall remain firm for a period of at least 90 days from the proposal submission deadline.

## **EVALUATION CRITERIA**

Proposals will be evaluated by a selection committee. Proposals will be screened to ensure that they meet the minimum requirements of the Request for Proposals. A review of qualifying proposals will identify the potential Consultant most closely meeting the needs of the Commission. Factors to be considered by the selection committee will include the following:

1. Qualifications and experience of the Consultant – reference checks, achievements and completion of similar projects.
2. Grasp of project requirements and understanding of project scope – the Consultant's analysis, preparation and level of interest.

3. Proposed schedule required to complete the project and ability to complete the project on time and within budget.
4. Proposed cost to complete project.

**For further information:**

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