

# REQUEST FOR PROPOSALS

## HISTORIC CONTEXT

### Lost Neighborhood of the Inner South-West

**Proposal Deadline: Tuesday, January 3, 2023**

#### INTRODUCTION

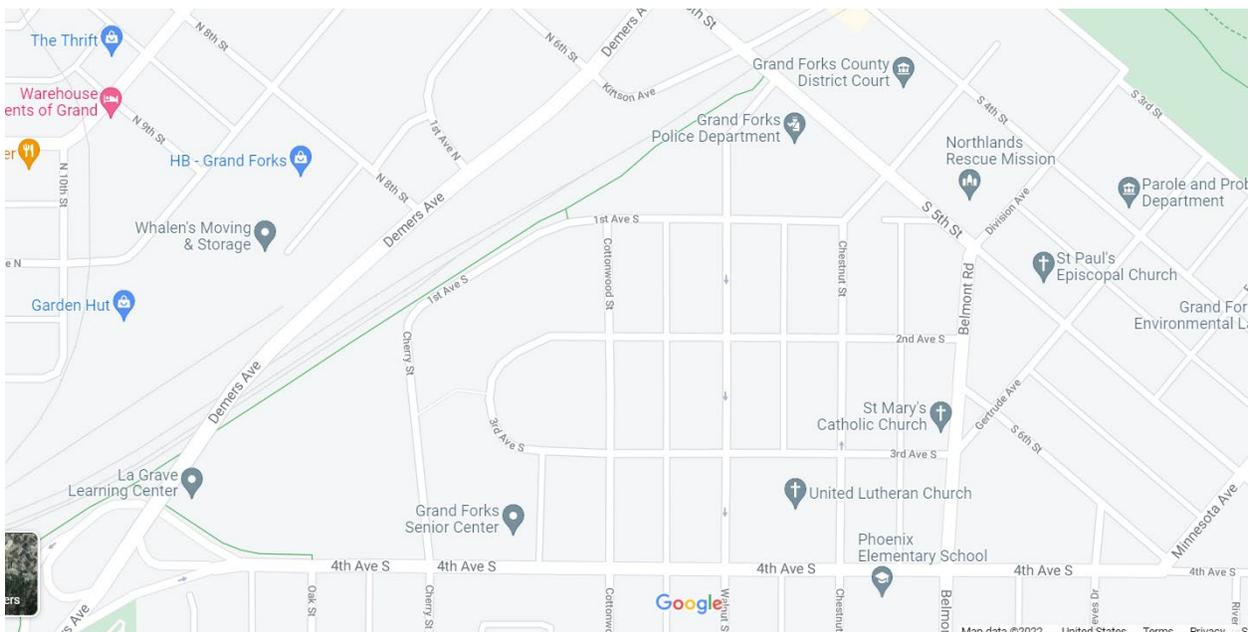
The Grand Forks Historic Preservation Commission (GFHPC) seeks a qualified consultant to prepare an historic context for the Lost Neighborhood of Grand Forks' Inner South West.

The consultant should have expertise in the field of history, architectural history, public history or 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 \$5,000.**

#### HISTORY

The inner city working class neighborhood to the south of the train tracks was razed in the late 1960s and early 1970s as part of the City's urban renewal efforts. The demolition of houses and small businesses made way for the Grand Forks Housing Authority accommodations, the Grand Forks Senior Center, the Grand Forks Police Station and the DeMers Overpass that shifted much of the commercial activity from downtown to South Washington Street with new strip malls, fast food chain restaurants, and South Forks Plaza (Grand Cities Mall). This neighborhood housed Grand Forks' first Synagogue and was home to a concentration of the City's Jewish residents.



Preliminary research of this neighborhood will provide an important foundation for anticipated larger scale historic research of Grand Forks as it recognizes the 50th anniversary of urban renewal and its significant impact on the historic Grand Forks urban character, and anticipates the 50th anniversary of the Grand Forks Housing Authority buildings.

It will serve as a key project within our Public Education and Outreach component, and provide foundational research of urban renewal projects for future Commission projects on this topic.

The Commission releases this Request for Proposals for a Historic Context of approximately 5,000 – 10,000 words.

## **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**

All materials must be edited for grammar, punctuation, and clarity prior to submission. The Commission will review the draft historic context 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**

Any supporting photographs must be labeled and sourced.

## **MAPS**

Any supporting maps must be labeled and sourced.

## **ADDITIONAL REQUIREMENTS**

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

## **TENTATIVE TIME LINE**

- RFP released November 14, 2022
- Proposal deadline January 3, 2023
- Notify selected Contractor January 12, 2023
- Draft of historic context to GFHPC June 30, 2023
- Critique of draft from GFHPC to Consultant July 14, 2023
- Final version of historic context to GFHPC September 1, 2023

## **PRODUCTS**

Draft Historic Context – due to Grand Forks Historic Preservation Commission June 30, 2023.

Final Historic Context – due to Grand Forks Historic Preservation Commission September 1, 2023.

- Complete with citations and bibliography
- Supporting maps
- Supporting photographs

The historic context may be written in the format of a cited research paper. The Consultant may also approach the context with a view to National Register criteria (eg: A, B, C or D) for multiple property nominations.

## **QUALIFICATIONS**

The Consultant must be qualified as an historian or architectural historian with at least two years of experience in research, writing and/or documentation in history or a similar discipline.

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, January 6, 2023.**

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. If appropriate, include principal officers, and other key personnel who would be assigned to the project.

## Writing Sample

The proposal shall include a one page writing sample or referral to other similar writing projects if digitally available.

## 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/2022/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 \$5,000 maximum budget for the project 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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