

REQUEST FOR PROPOSALS - REISSUE

GRAND FORKS URBAN RENEWAL ARCHITECTURAL SURVEY

Grand Forks, North Dakota

Proposal Deadline: Friday, December 29 at 4 p.m.

INTRODUCTION

The Grand Forks Historic Preservation Commission (GFHPC) seeks a qualified consultant to conduct a multi-property architectural survey of the urban renewal program in Grand Forks, North Dakota to identify major projects, assess condition and determine which, if any, are eligible for nomination to the National Register of Historic Places. Additionally, the survey should broadly illustrate the extent of urban renewal activity of the late 1960s and early 1970s, in and around DeMers Overpass and the razing of inner city housing.

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 \$18,000.

HISTORY

The Commission is releasing this Request for Proposals for an architectural survey to be written in accordance with the Secretary of the Interior's Standards and adhering to the requirements of the State Historical Society of North Dakota. The Scope of Work included in the Request for Proposal has been approved by the State Historical Society. The chosen consultant will also be submitted for approval by the Society before any contract is signed.

All products required from the consultant will be reviewed by the Commission and/or Coordinator for accuracy and completeness before the products are submitted to the Society for approval. The Commission includes a historian, an archivist, and an architect, all of whom will be involved in review of the context, in addition to general review by the Chair, the Coordinator and the other members.

BACKGROUND AND OBJECTIVE

Urban renewal projects are increasingly under consideration for historical investigation since they exceed or are about to exceed the conventional 50-year timeframe. In recent years, the GFHPC has submitted four mid-century projects to the National Register of Historic Properties. These include individual nominations for the Chester Fritz Auditorium, the studio and offices of Wells-Denbrook Architects, a multiple property thematic nomination for six Grand Forks Mid-Century schools, and a district nomination for an early post-war development.

The objective of this survey is two-fold:

1. Identify potentially eligible properties for individual listing to the National Register; and
2. Provide a broad review of the urban renewal program that will help the GFHPC continue to identify important changes and growth in the City's history.

The approximate urban renewal boundaries extend from the YMCA on University Ave to S. Fourth Street and east to the Police Department on Fifth Street. These boundaries include structures and properties such as DeMers Overpass, U.S. Bank building, Central Fire Station (built on the former Grand Forks Chiefs baseball stadium) and the building at 523-525 DeMers Ave. The predominately Jewish neighborhood was razed to build the Grand Forks Housing Authority apartment buildings, Senior Center and Grand Forks Police Department.



1969 aerial photo with outline showing urban renewal area.

RESOURCES

The consultant will conduct the research necessary to the survey, examining the resources housed in the appropriate state, regional and local repositories. Repositories 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.

Additionally, the Grand Forks Historic Preservation Commission possesses a copy of the City's application for the federal Workable Program as well as recent studies on the DeMers Avenue reconstruction and mid-century development which will be made available.

SCOPE OF WORK

A [Class I Literature Review](#) of prior examinations in this zone will identify whether any properties have existing site forms that require updating.

The survey should be written as a report with a recommendation of potentially eligible properties and a broad historic context of the urban renewal project in Grand Forks. Some questions of interest to the Grand Forks Historic Preservation Commission include, but not limited to:

- Goals of the Urban Renewal program;
- How did the overpass change transportation;
- What buildings were funded through the program, including those that have since been razed;
- How did it impact the predominately Jewish neighborhood?

Potentially eligible properties are to be recorded on [the NDCRS Architectural Site Form](#).

The consultant shall submit one (1) copy of the draft report and NDCRS Architectural Site forms (including one [1] set of supporting documentation on continuation sheets, topo maps and print or pre-approved digital images labeled in accordance with [National Register Photo Policy Factsheet updated 5/15/2013](#) for review and feedback by the Grand Forks Historic Preservation Commission. After local review and edits, the Consultant will forward the draft survey to the State Historical Society of North Dakota (SHSND) for its review.

All materials must be edited for grammar, punctuation, and clarity prior to submission. The Commission and the Society will review the survey 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 survey and resubmit to the Commission.

PRODUCTS

- Two finished sets of typed North Dakota Architectural Site forms (in .pdf format), each set with at least two photos taken from opposing angles, if possible. Site forms should be accompanied with a site map, topo map and photos on an NDCRS Attachment Section form.
- Draft Survey report
- Final Survey report with maps (in .pdf format)
- Shape file for each property
- Manuscript Data Record Form

This list should be checked against the [NDSHPO Architectural Survey Report Requirements](#), which is the final authority on submissions.

PREFERRED TIMELINE

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| • Proposal deadline | Friday, December 29, 2023 |
| • Notify selected Contractor | Friday, January 12, 2024 |
| • Contract | Friday, January 26, 2024 |
| • Site Forms for review to NDSHPO & GFHPC | Friday, May 10, 2024 |

- Critique of draft site forms to Consultant Friday, June 7, 2024
- Draft of report with site form comments addressed Friday, July 5, 2024
- Critique from GFHPC to consultant Friday, July 5, 2024
- Submit report to NDSHPO Friday, July 26, 2024
- Critique from NDSHPO Friday, August 23, 2024
- Final submission of complete Survey Report Monday, September 30, 2024

QUALIFICATIONS

The consultant must be qualified as a historian or an architectural historian under 36 CFR 61, preferably with at least two years of architectural survey experience. All contractors must be registered with the North Dakota Secretary of State's office and permitted through the State Historical Society of North Dakota.

SUBMISSION REQUIREMENTS

The Grand Forks Historic Preservation Commission reserves the right to reject any and all proposals and to negotiate changes with any consultants.

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

The Grand Forks Historic Preservation Commission is an Equal Opportunity Employer.

PROPOSAL SUBMISSION DEADLINE

Proposals will be judged on their content, cost, experience of the contractor, and quality of previous projects completed by the contractor.

All proposals for this project must be submitted to Susan Caraher, Coordinator, Grand Forks Historic Preservation Commission, 255 N. 4th Street, Grand Forks, ND 58206 by 4:00 p.m., Friday, December 29 2023.

Each consultant assumes full responsibility for delivery and deposit of the completed proposal package on or before the deadline. The Grand Forks Historic Preservation Commission is not responsible for any loss or delay with respect to delivery of the proposals.

The Grand Forks Historic Preservation Commission anticipates award of the contract to the successful consultant for this project by Friday, January 12, 2024.

Consultants whose proposals are not accepted will be notified as soon as the selected consultant has been approved.

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, fax 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

1. 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 Grand Forks Historic Preservation Commission.
2. The proposal shall describe the experience of the consultant in preparing architectural/historic survey/evaluations. The proposal shall include at least three references of clients with whom the consultant has had similar projects and that have been completed within the past five years, and the names of the key personnel proposed for this project who worked on the reference projects.
3. The proposal shall discuss the consultant's ability to integrate this project into the consultant's present workload.

Fees and Compensation

Provide a proposed cost plus expenses budget for completion of the scope of services with cost breakdowns by scope element. Quotation of fees and compensation shall remain firm for a period of at least 90 days from the proposal submission deadline.

Because this project will be funded by the City of Grand Forks using National Park Service Historic Preservation Funds administered through the State Historical Society of North Dakota, certain budget items must be limited as follows:

- Mileage may not exceed \$0.65.5/mile within the borders of North Dakota (and for the first 300 miles outside the border of ND) or \$0.18/mile after 300 miles outside of the State.
- Lodging costs in North Dakota may not exceed \$88.20, plus tax, per night, per person.
- Per Diem may not exceed \$45/day (\$9, \$14 and \$22).
- Miscellaneous, contingency, or indirect cost line items are not allowed.
- A "fixed fee" (profit) category may be included.

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.

EVALUATION CRITERIA

Proposals will be evaluated by a selection committee. Proposals will be screened to ensure that they meet the minimum requirements of the proposal. A review of qualifying proposals will identify the potential consultant that most closely meets the needs of the City. 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 within the past five years.
2. Project Design Team – qualifications and experience of the principal consulting staff proposed to work on the project, variety and application of various disciplines within the team, and availability and qualifications of the subcontracting staff.
3. Grasp of project requirements and understanding of project scope – the consultant's/firm's analysis, preparation and level of interest.
4. Design approach/methodology in completing scope of services – technical alternatives, creativity and problem solving ability.
5. Responsiveness and compatibility between consultant and the Grand Forks Historic Preservation Commission – general attitude, ability to communicate with general public.
6. Proposed schedule required to complete project and ability to complete the project on time and within budget.
7. Proposed cost to complete project.

For further information

Susan Caraher, Coordinator
Grand Forks Historic Preservation Commission
255 North 4th Street
P.O. Box 5200
Grand Forks, ND 58206-5200

E-mail: gfhpc@grandforksgov.com