

Historic Resources Program
Residential Design and Rehabilitation Standards/Guidelines
Request for Proposals
Consultant Services
September 2011

Project Description

The City of West Linn is seeking proposals from interested consultants to prepare residential design and rehabilitation standards/guidelines that would apply to the City's designated historic properties. The design standards/guidelines will be part of more comprehensive revisions to the sections of the City's Community Development Code that pertain to historic properties. The City has 79 properties in its Willamette Historic District and 29 individual local landmark properties. Much of the Willamette Historic District is part of the National Register listed Willamette Falls Neighborhood Historic District. As a Certified Local Government, the City has received a CLG grant to complete the work.

Up to \$15,000 is available for consultant services.

Background

The first historic resources inventory of the City was completed in 1984. The City designated the Willamette Historic District in the early 1980s and the individual landmarks in 1990. Chapter 25, Historic District and Chapter 26, Historic Landmarks, were drafted shortly thereafter (<http://westlinnoregon.gov/cdc>). Over time, there have been changes to the code language, with more comprehensive changes to Chapter 25, Historic District. In 2009, much of the City's Willamette Historic District was listed on the National Register of Historic Places as the Willamette Falls Neighborhood Historic District. The City completed reconnaissance level and selective reconnaissance level surveys of nearly 1,000 properties in the City's Willamette, Sunset, and Bolton Neighborhoods from 2006-2010. All of the local landmarks were included in reconnaissance level surveys within the past 5 years.

The City is revising the sections of its code pertaining to historic districts and historic landmarks. This process will include a survey of the residents and other interested parties, a technical committee that will meet throughout the process, and a forum with interested parties to give them an opportunity to comment on the draft regulations.

Scope of Work

The selected consultant will assess the existing standards, assist staff with the development of a survey, and draft design standards/guidelines for residential infill construction and for rehabilitation and additions to contributing, non-contributing, and not in period structures as part of an update to the sections of the City's code regarding its historic district and historic landmarks. Queen Anne and

Craftsman styles of architecture dominate the Willamette Historic District. The standards/guidelines would also need to apply to vernacular structures as well as Stick, English Cottage, Colonial Revival and Mediterranean structures. The City is also interested in incorporating sustainability elements into the standards/guidelines.

The drafting of the design standards/guidelines must be conducted in accordance with SHPO requirements and the consultant performing and/or overseeing the survey must meet the Secretary of the Interior's Professional Qualification Standards as outlined in 36 CFR 61. Consultants and contract hiring will follow federal procedures.

Project Deliverables

1. Provide an assessment of the existing standards.
2. Following the assessment and using results from a survey developed with and administered by staff, prepare design standards/guidelines for infill construction, contributing residences, and non-contributing residences. The standards/guidelines should be of sufficient clarity to easily administer. If possible, provide photographs, illustrations, or drawings with the guidelines.
3. Present draft guidelines at a technical committee meeting, tentatively scheduled for March 2012, and, following this, at a forum for affected property owners.
4. Present to the City's Historic Review Board.

Staff can provide assistance with administrative support and survey forms for designated properties.

Proposal Inquiries and Submittal

To be considered for this project please submit the following:

- Introductory Letter – This shall include information on the person(s) authorized to represent the Consultant in any negotiations and the name of the person(s) authorized to sign any contract that may result. The proposal letter shall be signed by an authorized representative of the consultant.
- Project Understanding/Project Narrative – The narrative shall demonstrate an understanding of the project and shall describe the firm's capabilities and resources. This shall also include a list of similar completed projects.
- Project Team – Information on the consultant and any associated team members' background and qualifications. It shall also include information on who will be performing the various required tasks.
- Cost estimate for each component.
- Sample and/or link to completed work.
- References from similar clients.

Inquiries shall be directed to Sara Javoronok, Associate Planner, by phone at 503-722-5512 or fax 503-656-4106. Please submit three copies of the proposal to:

Sara Javoronok
Associate Planner
City of West Linn
22500 Salamo Road
West Linn, OR 97068
sjavoronok@westlinnoregon.gov

Proposals must be received by September 30, 2011. Proposals submitted after that date and time will not be accepted. The anticipated start date is November 2011.

Evaluation and Selection Requirements

The proposals will be reviewed and the selection made by the Planning Director, in consultation with the Historic Review Board. The City reserves the right to reject any or all submittals. During the evaluation process, the City reserves the right to request additional information or clarifications from respondents.

Selection shall be made on the basis of the following:

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|----|--|-----------|
| 1. | Proposed project approach to achieve the project objectives | 45 points |
| 2. | Qualifications and experience with successful projects of a similar nature | 25 points |
| 3. | Ability to complete the project within specified time limits | 20 points |
| 4. | Compensation requirements | 10 points |

Receipt and Opening of Proposals

Proposals shall be submitted prior to the time fixed in the advertisement for proposals. Proposals received after the time so designated will be considered late proposals and will be returned unopened.

Specifications Limiting Competition

Proposers may comment on any specification or requirement contained within this RFP, which they feel limits competition in the selection of a proposer to perform the services herein defined. Such comments must be in writing, and are to be addressed to the City at the following address:

Sara Javoronok, Associate Planner
Planning Department
City of West Linn
22500 Salamo Road #1100
West Linn, OR 97068
sjavoronok@westlinnoregon.gov

Employees Not to Benefit

No employee or elected official of the City of West Linn shall be admitted to any share or part of this contract or to any benefit that may arise there from; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit. No contractor shall provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of City in violation of ORS Chapter 244.

Contract Requirements

The successful Consultant shall enter into a Personal Services Agreement with the City (available upon request). Before commencing work, the selected consultant shall provide to the City evidence of insurance. The payment schedule for contract services will be agreed upon prior to the commencement of any survey work and upon the receipt of the Consultant's billing statement and satisfactory completion of work required by the contract.

Protest of Award

The Notice of Intent to Award by The City of West Linn shall constitute a final decision of the City to award the contract if no written protest of the award is filed with the City Planning Director within fourteen (14) calendar days from the notice of intent to award. If a protest is timely filed, the award is a final decision of the City only upon issuance of a written decision denying the protest and affirming the award.

Any actual proposer who is adversely affected or aggrieved by the City's award of the contract to another proposer on the same solicitation shall have fourteen (14) calendar days from the notice of intent to award to submit to the Planning Director a written protest of the award. The written protest shall specify the grounds upon which the protest is based. In order to be an adversely affected or aggrieved proposer with a right to submit a written protest, a proposer must be next in line for award, i.e. the protester must claim that all higher rated proposers are ineligible for award because they are non-responsive or non-responsible. The City will not entertain protests submitted after the time period established in this rule.

Attachment 2

PROPOSAL RESPONSE

Submitted by: _____

Address: _____

Date: _____ Phone number: _____

The undersigned, through the formal submittal of this proposal response, declares that he/she has examined all related proposal documents and read the instruction and conditions, and hereby proposes to furnish proposals for providing

For the City of West Linn

As specified, in accordance with the proposal documents herein.

The Proposer, by his signature below, hereby represents as follows:

- (a) That no, officer, or employee of the City of West Linn is personally interested directly or indirectly in this contract or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing, of the City, its Councilors, officers, agents, or employees had induced him to enter into this contract and the papers made a part hereof by its terms;
- (b) That this proposal is made without connection with any person, firm or corporation making a proposal for the same material, and is in all respects, fair and without collusion or fraud.
- (c) The proposer agrees to accept as full payment for the services specified herein, the amount as shown in his/her proposal as the guaranteed maximum price.
- (d) Vendors shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document.

Proposer is:

Resident Proposer, as defined in ORS 279A.120

Non-Resident Proposer, Resident State: _____

The names of the principal officers of the corporation submitting this proposal, or of the partnership, or of all persons interested in this proposal as principals are as follows:

_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title

(If Sole Proprietor or Partnership)

In witness hereto, the undersigned has set his (its) hand this _____ day of _____, 20__.

Name of Firm

Signature of Proposer

(If Corporation)

In witness whereof the undersigned corporation has caused this instrument to be executed by its duly authorized officers this _____ day of, 20__.

Name of Corporation

By

Title