

**Historic Resources Program**  
**Selective Reconnaissance Level Survey**  
**Request for Proposals**  
**Consultant Services**  
**September 2011**

**Project Description**

The City of West Linn is seeking proposals from interested consultants to complete a Selective Reconnaissance Level Survey for approximately 250 properties in the Willamette Neighborhood of West Linn and a survey of approximately 35 garages and outbuildings in the City's Willamette Historic District. As a Certified Local Government, the City has received a CLG grant to complete the work.

Up to \$6,000 is available for consultant services.

**Background**

The first historic resources inventory of the City was completed in 1984. In 2006, the City completed a Historic Context Statement for the Willamette and Holly-Grove Neighborhoods. 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 1000 properties in the City's Willamette, Sunset, and Bolton Neighborhoods from 2006-2010. Much of the Bolton and Sunset survey work is online at: [http://westlinnoregon.gov/sites/default/files/fileattachments/bolton\\_sunset\\_survey.pdf](http://westlinnoregon.gov/sites/default/files/fileattachments/bolton_sunset_survey.pdf)

**Scope of Work**

This selective reconnaissance level survey and additional Willamette Historic District survey work are a continuation of the City's survey efforts. There are approximately 250 properties that were constructed prior to 1965 that are to be surveyed as part of the selective reconnaissance level survey. The project also involves the City's Willamette Historic District, the majority of which was listed on the National Register of Historic Places in 2009. The City is seeking to supplement a recent reconnaissance level survey of this area with additional information on approximately 35 garages and outbuildings that are in the locally designated district. This information will be added to existing survey forms.

The proposed survey areas are shown on the attached map. It depicts the boundary of the Willamette Neighborhood and shows the properties constructed prior to 1965 that have not been surveyed. The local Willamette Historic District is shaded in lavender.

The survey work must be conducted in accordance with the SHPO's most recent guidelines for conducting historic resource surveys 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. Selective Reconnaissance Level Survey for the Willamette Neighborhood per SHPO Guidelines.
2. Supplemental information for the Willamette Historic District added to the existing Reconnaissance Level Survey forms per SHPO Guidelines.
3. A Final Report per SHPO Guidelines to supplement the survey and guide future preservation planning efforts in the City.
4. Presentation of findings to the City's Historic Review Board.

Staff can provide assistance with administrative support and mapping. Staff will provide the consultant with addresses and a map of properties constructed prior to 1965.

### **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 Schedule
- 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. The anticipated start date is November 2011 and the work must be completed by June 30, 2012.

### **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:

- |    |  |           |
|----|--|-----------|
| 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