

NEWTON HISTORIC PRESERVATION COMMISSION

on behalf of the

CITY OF NEWTON

provides official notice to all interested parties,
a Request for Proposal for the following project:

SURVEY OF HISTORIC RESOURCES WITHIN DOWNTOWN NEWTON

The City of Newton is seeking written statements of proposals from firms or individuals to conduct a new and intensive updated survey of the C-3/Central Business district of the City of Newton along with the following as required by the State Historic Preservation Office (SHPO); Project Report, Survey Information, Images, Site Plan and meetings with the SHPO to review work. At least 250 properties would be included in this survey.

The district represents a variety of architectural styles which include Neo Classical, Italianate, Second Empire Style, Beaux Arts Style, Art Deco, Tudor Revival Style, or Progressive Era.

OBJECTIVES/SCOPE OF SERVICES

This project will include the following:

1. At minimum, two (2) public meetings during the creation and review process with one (1) public presentation of the final product.
2. Submission of updated information on any property within the McKinley Residential Historic District to the Kansas Historic Resource Inventory (KHRI) database at kshs.org/khri.
3. Uploads to the Kansas Historic Resource Inventory must meet the standards outlined in the HPF Grant-Funded Survey Requirements FY2023.
4. Electronic copy of the final survey report or online use in MS Word or Publisher and PDF format for internal and web use.
5. A completion report including methodology for this project and accompanying article suitable for possible publication. This will be prepared in conjunction with the City of Newton Historic Preservation Officer.

All work is to be completed by May 1, 2024.

CONSULTANT AND CITY RESPONSIBILITIES

The City of Newton Historic Preservation Officer and the Planning and Zoning Administrator will be responsible for reviewing the draft versions of the survey and the various components.

The consultant will be responsible for:

- Project Report

- Survey Information
- Updates to the KHRI electronic system as required by the HPF Grant-Funded Survey Requirements FY2023.
- Images
- Site Plans
- Meetings with State Historic Preservation Office to review work (no more than 2)
- Facilitation of at least two public meetings with property owners, tenants, and city staff to provide education of and to receive feedback on the survey.
- Public presentation of the final survey document at a Newton City Commission meeting for adoption.
- One (1) electronic version of the items outlined in the objectives/scope of services.

PROJECT PERFORMANCE CRITERIA

The starting date for this project is anticipated to begin no later than January 2, 2024 and the completion date is May 1, 2024. The final project materials shall be approved by the State Historic Preservation Office, Newton City Commission and Newton Historic Preservation Commission. Progress reports shall be submitted to the Historic Preservation Officer monthly to provide updates on the overall project.

CERTIFICATION, SPECIFICATIONS AND FORMAT OF FINAL PRODUCTS

The consultant is required to meet the Secretary of the Interior’s Professional Qualification Standards (<https://www.nps.gov/articles/sec-standards-prof-quals.htm>). Applicants will be evaluated based upon previous work experience; examples of work; the ability to complete the project during the contract period; and other criteria as may be deemed appropriate by the Historic Preservation Officer.

The consultant is responsible for providing all items outlined under the Scope of Services in a final and acceptable format to the City of Newton and the Newton Historic Preservation Commission.

The consultant must possess a sound working knowledge of American architectural history and should be familiar with architectural styles and types common in Kansas.

The consultant should demonstrate experience conducting architectural field survey work for a governmental agency. Experience should include working with digital photography and USGS topographic maps as well as writing survey reports.

REQUIREMENTS OF SUBMITTAL MATERIALS

A written statement of proposal should address the following items:

- Qualifications of the consultant(s) or firm to provide the products further outlined in the project description.
- The ability of the consultant(s) to complete the survey in the timeframe allowed.
- Proposed costs for providing consultant services for the survey.

- A list of projects that have been completed in the last three years similar to survey work and the creation of design guidelines.
- Written proposals and letters of interest should be addressed to the Historic Preservation Officer at the following address:

Rebecca Likiardopoulos
Historic Preservation Officer
City of Newton
PO Box 426
201 E 6th Street
Newton, Kansas 67114

Statements of qualifications and project proposal must be received by 5:00 p.m. December 1st, 2023. Any further questions about this project should be sent to Rebecca Likiardopoulos by phone at 316-284-6001 or by email at rlikiardopoulos@newtonkansas.com.

Upon selection of a consultant, the City of Newton will begin contract negotiations based on project requirements, proposed timeline, and additional constraints.

This Request for Proposals (RFP) constitutes an invitation to submit proposals to the City. The City reserves, holds without limitation, and may exercise, at its sole discretion, the following rights and conditions with regard to this procurement process. By responding to this RFP, Contractors acknowledge and consent to the following City rights and conditions:

1. The RFP is not a contractual offer or commitment to contract for services.
2. To terminate the procurement process or decide not to award an agreement as a result thereof by written notice to the Contractor for any reason whatsoever.
3. To eliminate any proposal with an incomplete or inadequate response, or is not responsive to the requirements of this RFP, or is otherwise deemed to be unqualified during any stage of the procurement process.
4. To conduct clarification discussions, at any time, with one or more prospect.
5. Neither the City of Newton, its Elected Officials, staff, agents, employees, representatives, nor consultants will be liable for any claims or damages resulting from any aspect of this procurement process.
6. To take any action affecting the RFP process or the Project that is determined to be in the City's best interests.

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are those of the author(s) and do not necessarily reflect the views of the Department of the Interior or the Kansas Historical Society.

This program receives Federal funds from the National Park Service. Regulations of the U. S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity or facility operated by the recipient of Federal assistance should write to: Director, Equal Opportunity Program, U. S. Department of the Interior, National Park Service, <https://www.doi.gov/pmb/eo/national-park-service-eeo-counselors>.

HPF Grant-Funded Survey Requirements FY2023

Survey projects funded by the Historic Preservation Fund (HPF) through the State Historic Preservation Office (SHPO) of the Kansas Historical Society must result in specific products as outlined below to qualify for reimbursement. The SHPO uses National Register Bulletin 24, "Guidelines for Local Survey: A Basis for Preservation Planning" as the standard for grant-funded surveys. Using Bulletin 24's definition, grant-funded surveys will be more "intensive" rather than "reconnaissance" in nature unless otherwise determined upon consultation with SHPO. Failure to submit products as outlined may result in reduced reimbursement or termination of the grant project agreement without reimbursement.

Survey Record Submittal

All survey forms will be submitted online through the Kansas Historic Resources Inventory (KHRI) at <https://khri.kansasgis.org/>. These forms must include complete survey information, digital images, and site plans. SHPO does **not** require hard copy, printed forms nor should such forms be submitted. Survey information can be submitted individually or by using the provided Excel spreadsheet, which will be uploaded to the KHRI by SHPO staff.

Survey Information

All fields in the online survey form must be filled out as completely as possible. At a minimum, provide the following:

- Address or location information (latitude and longitude for multiple resources on the same parcel)
- Resource names (both historic, if known, and current). Please justify the use of the name in comments.
- Basic physical description of each resource surveyed in sentence form
- Condition of the property utilizing both the drop-down choices **and** notes
- Basic archival research to address historic function/significance and changes to the property over time (e.g., Sanborn maps, atlases, directories). If no information is discovered through a basic search, a note should be included in the General Remarks stating which sources were referenced.
- Owner information
- State/National Register eligibility and **explanation** of that determination.

Before entering new information, a thorough search must be done for existing properties in the KHRI; any existing entries must be edited instead of creating new entries. Existing entries must NOT be included if you choose to upload data via a spreadsheet with the assistance of SHPO staff. Data entry will follow the instructions detailed in the KHRI Tutorial and pop-up tooltips on the Spreadsheet and/or Enter New and Edit pages.

Images

Survey forms must include multiple digital images of each property. Contact the SHPO staff for examples of acceptable images. Images must meet the following specifications to be accepted:

- Images must be clear, in-focus, and cover each elevation of the property, as well as all outbuildings, depending on permission to access property (a minimum of 4 photos per building is suggested).
- Minimal visual intrusions (e.g., cars, trees, signs) will be present in photographs.
- Each resource surveyed must be photographed close enough to see building details. This may require additional images beyond the four taken for overall coverage.
- Overall streetscape images are acceptable in addition to but not instead of individual images of each building.
- Take images in highest resolution format available. Images uploaded to KHRI must be JPG.
- Pixel dimension on your camera should be at least 2200 x 1500
- Name image files according to SHPO protocol: CountyAbbreviation_City_PropertyNameorAddress_Photo number.
Example: SN_Topeka_100Main_01 or SH_Topeka_SmithBuilding_01.
- Each image must also have a caption using this format: Property Name or Address. City, County, State. View. Photographer. Date.
Example: 2 N Main St. Caldwell, Sumner County, Kansas. Southwest View. Mike Konner. 6/25/1970.
- Upload resized JPGs to KHRI (dimensions should not exceed 800 dpi wide at 300 dpi)
- Send full-size JPGs or TIFFs to SHPO (including site plans), preferably with the draft survey report.

cont.

Site Plans

Each survey form will have a site plan for the individual building, complex, or city lot. Site plans can be hand drawn or computer-generated. Aerial images are also acceptable provided that the building outline is clearly visible. Contact the SHPO staff for examples of acceptable site plans.

- Upload to KHRI. Files in JPG format are preferred.
- Name file according to SHPO file naming protocol: CountyAbbreviation_City_PropertyNameorAddress_SitePlan.
Example: SN_Topeka_100Main_SitePlan or SN_Topeka_SmithBuilding_SitePlan.
- Submit site plan files in JPG, PDF, or TIFF file format along with the digital images to SHPO.
 - Shape files are appreciated if they are available. These will be used to facilitate mapping in the KHRI.
- Clearly indicate which building on the plan is the focus of the inventory record. This can be done with a highlighted box or arrow, for example.

Required Site Plan elements:

- North arrow
- Street on which the building or structure is addressed
- Footprint of the building or structure
- Any ancillary structures
- Any notable site elements, e.g., a stone fence, drive
- Scale (if no scale used, write "Not to scale.")

Survey Report

The survey report must include the following components. See the [HPF Products Manual](#) for a detailed description of each item.

- 1) Methodology Discussion including why some resource may have been chosen for additional attention
- 2) Historical Summary and Architectural Analysis
- 3) Recommendations
- 4) List of Surveyed Properties
- 5) Maps

Request: It is very helpful to SHPO staff for reporting purposes to know how many properties were not previously in the inventory and the approximate acreage of those newly added properties. Please include this information if possible.

A draft survey report must be submitted to SHPO and the grantee at least two months before the contract end date to allow enough time for review, comments, and edits.

Meetings with SHPO Staff

Consultants and Grant Project Administrators will meet with SHPO staff at least twice during the grant period. Meetings may be in-person or via conference call or online conferencing.

- 1) Initial Meeting – Scheduled at the point when the project consultant has been chosen by the grantee. The purpose of the meeting is to go over the project parameters and confirm that project requirements can be met.
- 2) Review of KHRI upload – Once the consultant has completed upload of information to KHRI, a meeting will be scheduled with SHPO staff to go through the uploads. The purpose of the meeting is to do a quick review of the inventory records, point out any missing information, and discuss eligibility recommendations. Any deficiencies can be addressed by the consultant and then incorporated into the draft survey report.

Additional Submittals

In addition to the online survey forms, the following items should also be submitted to SHPO:

- Full-size digital images & site plans on CD/DVD, thumb drive, or via file share.
- One (1) digital copy of the final survey report submitted in PDF format on CD/DVD, thumb drive, or via file share.

HPF Grant-Funded Survey Requirements FY2023

Naming Protocol for properties with multiple resources

For consistency in creating new inventory records or renaming records for buildings/objects located on campuses (including parks, farmsteads, cemeteries, heritage parks, etc.), there should be one KHRI record for the campus as a whole and then individual records for each individual resource. These should be named so that a search in KHRI provides all of the resources associated with a particular campus. In KHRI when “Entering/Uploading” new records, the “*Historic Name*” of a resource that is part of a larger campus should be designated as such in the following format: ***Name of Site/Campus – Name of Building***.

- Universities/Colleges: ***University of Kansas – Dyche Hall; Kansas State University – Anderson Hall; Wichita State University – Corbin Education Center; Haskell Institute – Stidham Hall.***
- Cemeteries: ***Ritchie Cemetery – Mausoleum, Ritchie Cemetery – Memorial***
- Farmsteads: ***Thompson Farmstead – Barn, Thompson Farmstead – House, Thompson Farmstead – granary***
- Parks: ***Abilene City Park – Fairgrounds Stadium, Agra Lake & Park – Bath House***
- Heritage Parks: ***Old Town – Barber Shop, Pioneer Place - Church***

Where older survey information is not in this format, consultants should work to update to the appropriate protocol. SHPO staff will updating records as time allows for non-grant funded projects.