CITY OF ELMHURST

REQUEST FOR PROPOSALS

FOR

ARCHITECTURAL RESOURCES SURVEY

Proposals must be received by
4 PM on Monday April 6, 2015
TABLE OF CONTENTS

I. INTRODUCTION
   A. General Information
   B. Subcontracting

II. DESCRIPTION OF THE GOVERNMENT
   A. Contact Information
   B. Background Information
   C. Historic Preservation Commission

III. NATURE OF SERVICES REQUIRED
   A. Scope of Work to be Performed
   B. Phase I
   C. Phase II
   D. Phase III
   E. Survey Form Requirements
   F. Final Survey Report Requirements
   G. Report and Data Format Requirements
   H. Survey Submittal Requirements
   I. Other Requirements

IV. TIME REQUIREMENTS
   A. Proposal Calendar
   B. Notification and Contract Dates
   C. Date Project May Commence

V. PROPOSAL REQUIREMENTS
   A. Inquiries
   B. Submission of Proposals

VI. SUBMISSION OF PROPOSALS
   A. Submission Address
   B. Proposal Due Date
   C. Location of Most Recent Survey

VII. EVALUATION OF PROPOSALS
   A. Critical Factors
   B. Oral Interviews

XIII. TERMS AND CONDITIONS

IX. EXHIBIT I
City of Elmhurst Request for Proposals for Architectural Resources Survey

I. INTRODUCTION

A. General Information

The City of Elmhurst is requesting proposals from qualified architectural and preservation firms to conduct an architectural resources survey. The Elmhurst Historic Preservation Commission has selected the area bound by Robert Palmer and St. Charles from York Street to the west side of Cottage Hill and the north side of St. Charles from Prospect to Hagens in the continuation of its Architectural Resources Survey project (EXHIBIT 1). In this area approximately 140 buildings and structures are extant. However, it should be noted that 3 are newly constructed homes.

Since 1998, there have been three surveys conducted in the City of Elmhurst. An Architectural Resources Survey was completed in 2010 for the Arlington-Kenilworth Area. It identified approximately 100 structures in the area bound by Arlington Avenue and Kenilworth Avenue between Marion Street and St. Charles Road. In 2000, a survey of the downtown was conducted and in 1998 a residential survey was conducted in the former Elmhurst Hospital neighborhood.

B. Subcontracting

No subcontracting will be permitted.

II. DESCRIPTION OF THE GOVERNMENT

A. Name, Telephone Number, and Email of Contact Persons

The principal contact with the City of Elmhurst will be:

Eileen Franz, Assistant Planning and Zoning Administrator
Telephone number: (630) 530-3121
eileen.franz@elmhurst.org

B. Background Information

The City of Elmhurst is located approximately 16 miles west of downtown Chicago on the eastern border of DuPage County. The City has a land area of approximately ten square miles and a 2010 census population of 44,121. The City has a council-manager form of government, and is a home-rule community under the State of Illinois Constitution. Elmhurst consists primarily of single-family residences, with a variety of other developments including commercial, light industrial and multi-family accommodations.
C. The Historic Preservation Commission (HPC) was established in 2007. It is comprised of seven Elmhurst residents who are appointed by the Mayor with approval by the City Council. Functions of the HPC include conducting surveys of buildings and areas in the City to identify those with architectural and historical significance; educating the residents of Elmhurst on history and architectural heritage and recommending and reviewing buildings for landmark designation; and reviewing proposed alterations to landmarked properties.

III. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

The Architectural Resources Survey will be conducted in three (3) phases with milestones and deadlines for the completion of each phase. A detailed description of each phase and the work to be completed is outlined in the proposal to follow. All work performed shall be done independently of the City of Elmhurst and the Elmhurst Historic Preservation Commission. The contracted party shall furnish all labor and components necessary to complete each phase of the Survey. The City of Elmhurst and the Elmhurst Historic Preservation Commission shall be responsible solely for performing preliminary review and providing comments, as needed, on all drafts and documents leading toward the completion of the final report.

B. Phase I

- The contracted party shall attend a kick-off meeting with representatives of the Elmhurst Preservation Commission to discuss the Survey, clarify any points of confusion, and establish the procedural plan of action to be implemented.
- The contracted party shall provide a sample survey report and proposed field inventory survey form based on the necessary information described in this RFP for review, evaluation, and input from the City representatives.
- Source/reference materials will be made available to the contracted party including access to information at the Elmhurst Historical Museum.
- The contracted party shall conduct a sample survey consisting of 10 sites/structures using the field inventory form format as agreed upon. The samples shall be submitted to the Elmhurst Historic Preservation Commission for evaluation and approval of the samples prior to engaging in the further inventory of any additional structures.
- Completion of the field survey inventory of remaining structures eligible within the Survey parameters to be completed on a survey form, as indicated, for each individual structure and site.
- The contracted party shall format the survey inventory and report similar to the most recent completed Elmhurst survey.
- The contracted party shall compose a computer base map indicating the Survey boundaries and the approximate location of the inventoried sites located within the Survey area.

C. Phase II

- Evaluation of all inventoried sites and locations for eligibility and potential to obtain designated landmark status.
• Compilation of all field survey data from the individual structural inventory forms into a computer program spreadsheet, as indicated, and submitted electronically.
• Gather information on local builders of historic structures and provide the actual or circa dates of construction of said structures as available.

D. Phase III

• Completion and submittal of two (2) **draft** copies of the Architectural Structures Survey report, without photographs, to be submitted to the Elmhurst Historic Preservation Commission for review and evaluation. At least three (3) example photographs shall be included to provide representation of the photographic quality to be submitted with the final report.
• Completion and submittal of two (2) **final** copies of the Architectural Structures Survey report to be submitted. Said final copy shall include all survey materials such as survey inventory forms, written text, photographic negatives, and maps generated from the survey process. A computer disk, as stipulated above, shall also be submitted containing all digital components of the Survey (both documentary and graphical) in their entirety.
• Final presentation of all Survey findings, as indicated in the final report, to be given to the Elmhurst Historic Preservation Commission and any other City of Elmhurst representatives in attendance, to be held at Elmhurst City Hall located at 209 North York, Elmhurst, Illinois 60126, on a date to be determined.
• Public Presentation of all Survey findings, as indicated in the final report, on a date to be determined.

E. Survey Form Requirements

The field inventory survey form must be approved by the Historic Preservation Commission prior to commencement. The form shall be formatted that for **each** individual structure surveyed shall be developed so as to include the following information if obtainable:

• Map label number (with corresponding map);
• Tax parcel index number (P.I.N.);
• Street address, and locational cross road(s);
• Common and/or historical name;
• General site description;
• Sketch of site plan (scaled size not required);
• Roofing material(s);
• Window type;
• Architectural features;
• Major alterations, if any;
• Any relevant historical information;
• Structure’s condition;
• General architectural building style;
• Construction date and source;
• Builder and architect of structure;
• Historic and current function(s) of structure;
• Common and/or historical name;
• Total number of stories of structure;
- Foundation material(s);
- Wall material(s);
- Structure’s integrity;
- Brief evaluation for National Register potential;
- Brief evaluation for Local Landmark potential;
- Brief evaluation for National Register and/or Local Historic District potential;
- Photograph of structure;

F. Final Survey Report Requirements

The final copy of the Survey report shall contain, but not be limited to, the following information:

- An introduction explaining the nature of the survey and its extent. Also in this section the acreage and number of buildings surveyed should be included. A short description of previous surveys undertaken in the community by federal, state or local governments, or private agencies, organizations or individuals should be included.
- A complete description of the survey methodology and the relevant National Register evaluation criteria, local landmark criteria, and integrity thresholds for designation should be included. It is understood that an intensive survey will not gather all of the descriptive, contextual, and ownership information on every historic property in the survey area. “Data gaps” are expected, a discussion of what information (i.e., chain of title, architectural plans, etc.) is missing from current and previous surveys, and suggestions about future information gathering is required.
- A detailed description of the historic context of the survey area or theme, including a general history of the surveyed area, the larger community, or county (where applicable). The context explains the important themes of history and physical patterns in the development of specific survey areas with a full description of the various characteristics that give the area its identity, including architectural styles, materials, building types, street patterns, topography and land use.
- A general map of the community indicating which area(s) of the community were surveyed.
- A more detailed map that records specific information on the location of individual properties. This may be done by indicating the address for every resource on the map or by establishing the range of addresses by block on the map. It is acceptable to use multiple maps, if necessary.
- A tabulation of the results, including the number of resources investigated, the number of resources 45 years old or older, and the exact number of buildings, structures, and objects included in the data collection, including outbuildings or secondary buildings.
- The survey report should conclude with a recommendation section that evaluates the potential for individual or historic district National Register designation and local landmarks, and any other applications of the survey data. Also include general information on the present condition and future preservation of the resources, impacts/threats assessment, losses, needs assessment, and strategies/priorities for resource preservation.
- A bibliography of sources consulted.
- Completed inventory forms.
G. Report and Data Format Requirements

- The field inventory survey form shall be of size 8.5" X 11" and include an attached map of the site. Information and data collected shall be provided on the form as descriptive text rather than as categorical checks. Finally, the format of the survey form must be approved by the Elmhurst Historic Preservation Commission prior to the commencement of the field inventory survey.
- Survey data shall be submitted in Microsoft Access format.
- The final copies of the Architectural Structures Survey report shall be of size 8.5" X 11", appropriately titled to indicate the contents of each component, and bound with heavy-duty card-stock type front and back covers so as to increase durability.
- All individual survey photographs shall be taken with digital photography. To optimize lighting conditions, photographs should be taken on bright, overcast days when possible. Each photograph shall be affixed to individual survey forms. Each affixed photograph shall be accompanied with a label indicating the township section number and when possible, the site and provided digitally. Survey photographs shall be submitted with the completed report.
- Maps shall meet the IHPA mapping requirements. See https://www.illinois.gov/ihpa/Preserve/Documents/GIS_Map_Guidance.pdf

H. Survey Submittal Requirements

- Upon completion of each phase, 8 copies of the draft report shall be made available by the consultant for distribution to the Elmhurst Historic Preservation Commission.
- Fifteen copies of the final survey report shall be submitted to the Elmhurst Historic Preservation Commission.
- Upon completion of the survey, 2 copies of the inventory forms shall be submitted in binders to the Elmhurst Historic Preservation Commission.
- Photographic Requirements: Digital images (1600 X 1200 pixels at 300 pixels per inch or larger) attached or scanned onto the survey form in grayscale or color. Digital images should be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black and white. Digital images should be clearly labeled and provided on a CD-R. If for some reason photographs are printed separately from the inventory forms, the photos must labeled so they can easily be matched with the inventory forms.

I. Other Requirements

- All Structures inventory surveys of historical buildings shall be conducted from the public right-of-way unless proper permission is granted by the private property owners of the subject structures.
- Any and all computer software programs utilized by the contractor toward the completion of this Survey to be submitted to the Elmhurst Preservation Commission shall be compatible with and agreeable to the City of Elmhurst, Community Development Department.
- The base map provided shall be suitable for reproduction and adequate for approximate location of the sites inventoried throughout the Survey.
- Copies of the report and survey form shall be submitted in PDF and Microsoft Word formats.

IV. TIME REQUIREMENTS
A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

- Request for proposal issued: March 13, 2015
- Due date for proposals: 4PM – April 6, 2015
- Historic Preservation Commission Meeting: April 8, 2015

B. Notification and Contract Dates

Selected firm notified after official Historic Preservation Commission decision.

C. Date Project May Commence

The City of Elmhurst will have all information available to meet with the firm’s personnel at an agreed upon schedule.

V. PROPOSAL REQUIREMENTS

A. Inquiries

Inquiries concerning the Request for Proposals and the subject of the Request for Proposals must be made by email to:

Eileen Franz, Assistant Planning and Zoning Administrator
eileen.franz@elmhurst.org

B. Submission of Proposals

The following material is required for a proposing firm to be considered:

1. **Title Page**
   State the RFP subject.

2. **Table of Contents**
   Clearly identify the material by section and page number.

3. **Letter of Transmittal** (limited to three pages)
   Briefly outline and summarize the key elements of the proposal as to experience, qualifications, references, technical expertise, and understanding of the work to be performed, timing and fee.

4. **Profile of the Proposer**
   a. Describe the types of services provided.
   b. State the location of the office and the total number of Partners and professional staff from that office.
c. Identify the Partners, Managers/Supervisors and In-Charge Architects who will perform the survey. Include resumes for each person listed detailing educational background, years of experience and client names for surveys similar to the proposed examination.

d. Detailed information indicating and describing the qualifications and expertise of the submitting party’s experience(s) relating to the nature of the work to be completed. If applicable, special mention should be made of any experience(s) or expertise with Historic Building Surveys. A list providing the names of any surveys the submitting party was contracted to perform, but for one reason or another did not complete. A brief explanation should accompany each survey indicated on said list thereby indicating the reason(s) for which each survey was not completed.

e. Discuss governmental industry experience in terms of years of service, training, organizational involvement, etc.

f. The submitting party must be familiar with historic preservation as demonstrated by preservation literature, display substantial knowledge of architectural and Illinois history, and have knowledge of general practices in the conducting of historic structure surveys.

g. If a proposal is submitted that does not meet all specifications and requirements as outlined within this RFP, the submitting party shall include as a component of the proposal, an explicitly written list of all such deviations from the specifications and requirements stated herein.

5. Survey Process

a. A brief description of the approach and procedural plan of action to be taken for the completion of each phase leading to the final report.

6. Fees and Billings

VI. SUBMISSION OF PROPOSALS

A. All proposals should be addressed to:

Eileen Franz
Assistant Planning and Zoning Administrator
City of Elmhurst
209 N. York Street
Elmhurst, IL 60126

Two (2) copies of the proposal are required and should be sealed in envelopes addressed to the above and clearly marked “FY 2015-Survey”.
B. Proposals are due no later than 4PM on Monday, April 6, 2015.

C. The most recent architectural resources survey can be found at http://www.elmhurst.org/arlingtonkenilworth.

VII. EVALUATION OF PROPOSALS

A. Proposals will be evaluated on the basis of which proposer best meets the requirements of the City of Elmhurst and the reputation, qualifications, education, experience, and work history lending the submitting party the ability to complete the necessary work as specified.

Critical factors will be technical expertise, qualifications of the firm and survey team, fee, past involvement with similar surveys, the level of knowledge of residential architecture and the level of knowledge of local history and development patterns in Elmhurst and DuPage County.

B. Oral Interviews and Email Contact

The City of Elmhurst reserves the right to interview proposing firms, if necessary. Please clearly provide a contact person with a phone number and email address in case of minor questions.

VIII. GENERAL TERMS AND CONDITIONS

A. Indemnification

The contractor shall indemnify, defend and save harmless the City of Elmhurst, its officers, agents, employees, representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liabilities of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of any act or omission, neglect or misconduct of said contractor, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the contract, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the City of Elmhurst, its officers, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The contractor shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.

B. The City reserves the right to accept or reject any and all proposals and to waive technicalities in order to select the proposal deemed to be the most advantageous to the City.

C. The City reserves the right to request clarification of information contained in proposals and to request additional information from any proposing firm. This information should be delivered to the City in a timely fashion. Upon receipt of this information, the City may request an interview and/or presentation.
D. An agreement or contract resulting from the acceptance of a proposal shall be on terms approved by the City Attorney and shall contain, as a minimum, the applicable provisions of the request for proposal and the proposal itself. The City reserves the right to reject any agreement or contract which does not conform to the request for proposal, the proposal of the firm concerned or the City’s requirements for agreements and contracts.

E. If through any cause the firm fails to fulfill the obligations agreed to in a timely and proper manner, the City shall have the right to terminate the contract by providing notification to the firm. This notification shall specify a termination date not less than thirty (30) calendar days in advance. In such an event, the contracted firm shall be entitled to receive just and equitable compensation for any satisfactory work completed. Compensation given to the firm shall be based on the City’s evaluation of what constitutes “satisfactory work completed.” This evaluation will be based upon accepted industry standards of satisfactory work as determined by the City.

F. The City reserves the right to reject any and all proposals submitted for any reason. Rational for rejection need not be given to the proposing firm.

G. Reasons for rejection will be consistent with federal statutes governing equal opportunity and shall not be made on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability status, or genetic information.

H. The City of Elmhurst shall own and retain all rights to the completed reports and all other components of the Survey upon submission.

I. All components of this Survey consisting of materials, workmanship, and necessary labor, either mentioned or inferred, shall be furnished by the contracted party. The agreed upon permanent and fixed fee shall encompass the costs of all such components which shall be provided at no additional expense to the City of Elmhurst.

IX. CERTIFICATIONS

Certifications

Each bid shall be accompanied by a Bidder’s Certification in the form provided by the City of Elmhurst with the bid form package. The Bidder shall certify the following:

a. Illinois Taxes

The Bidder shall certify that if it is a partnership, that it is, and its general partners are and, if it is a corporation, its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are, not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1.

b. Bid Rigging

The Bidder shall certify that, if it is a partnership, that it has, and its general partners have and, if it is a corporation, its shareholders holding more than five percent (5%) of the outstanding shares of the
corporation, its officers and directors have not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961.

c. **Drug-free Workplace**

The Bidder shall certify that it will provide a drug-free workplace by:

(A) Publishing a statement:

(1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the Bidder's workplace;

(2) Specifying the actions that will be taken against employees for violations of such prohibition;

(3) Notifying the employee that, as a condition of employment on such contract, the employee will:

   a. abide by the terms of the statement; and

   b. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;

(B) Establishing a drug-free awareness program to inform employees about:

(1) the dangers of drug abuse in the workplace;

(2) the Bidder's policy of maintaining a drug-free workplace;

(3) any available drug counseling, rehabilitation, and employee assistance program; and

(4) the penalties that may be imposed upon employees for drug violations;

(C) Making it a requirement to give a copy of the statement required by subparagraph (A) to each employee engaged in the performance of the Contract and to post the statement in a prominent place in the workplace;

(D) Notifying the City within ten (10) days after receiving notice under subparagraph (A)(3)b from an employee or otherwise receiving actual notice of such conviction;
(E) Imposing a sanction on or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;

(F) Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place;

(G) Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

d. Educational Loan

The Bidder shall certify that if it is an individual, that it is, if it is a partnership, its general partners are, and, if it is a corporation, its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are, not in default, as defined in 5 ILCS 385/2, on an educational loan, as defined in 5 ILCS 385/1.

e. Human Rights Number

The Bidder shall certify that at the time the Bidder submitted a bid on this contract, the Bidder had an Illinois Department of Human Rights pre-qualification number or had a properly completed application for same on file with the Illinois Department of Human Rights, as provided for in 44 Illinois Administrative Code 750.210.

f. Gift Ban

The Bidder shall certify that the bidder has not given to any officer or employee of City of Elmhurst any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer in violation of the Code of the City of Elmhurst.