Downtown Shareholders of Kansas City, Kansas, Inc. (DTS-KCK) seeks proposals from consultants with proven experience in historic preservation to conduct an intensive level architectural survey of historic properties in Kansas City, Kansas, approximately 225 properties in the downtown area.

RFP Issue date: September 30, 2015

Response Deadline: October 21, 2015

Questions regarding the RFP should be directed to:

Chuck Schlittler, Executive Director

Downtown Shareholders of Kansas City, Kansas, Inc.

726 Armstrong Ave.

Kansas City, KS 66101

913-371-0705

director@downtownkck.org

**Project Description:**

DTS-KCK is the recipient of a Kansas State Historical Society grant providing for update of an intensive architectural survey of historic properties performed in 1993. This grant provides for reevaluation of those properties, and the additional survey of new construction as well as noting which of the original properties have since been torn down. The updated information will be made available to the general public, with special notice provided to appropriate governmental agencies for planning and code enforcement responsibilities, as well as supporting the DTS organization focus on developing and marketing development opportunities in the area. The survey will also support the activities of the Downtown Improvement District in its security and maintenance responsibilities.

The Kansas State Historical Society is the SHPO for the State of Kansas; accordingly, contractors must meet appropriate federal professional qualification requirements and be approved by the KSHS staff.

The survey area includes approximately 225 properties, in an area generally bounded by 5th Street on the east, 18th Street on the west, Washington Boulevard on the north, and Armstrong Avenue on the south.

The survey which is the subject of this proposal has been financed in part with Federal funds from the National Park Service, a division of the Department of the Interior, and administered by the Kansas State Historical Society. The contents and opinions, however, do not necessarily reflect the view or policies of the United States Department of the Interior or the Kansas State Historical Society.

This program receives Federal funds from the National Park Service. Regulations of the US 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 a recipient of Federal assistance should write to Director, Equal Opportunity Program, US Department of the Interior, National Park Service, PO Box 37127, Washington, DC 20013-7127.

**Background and Area Characteristics:**

Downtown Kansas City, Kansas has a long history as a business district supporting a diverse community. As with many urban business districts, however, the area has struggled in recent times as neighborhood demographics and business patterns have changed. DTS-KCK was established to focus on the redevelopment and revitalization of the area through specific programs and activities in the areas of economic and cultural development. Specifically, this grant will support efforts to:

* Maintain and enhance the distinctive character of the downtown area
* Seek alternatives to demolition and incompatible alterations of historic buildings
* Afford the widest possible scope of continuing vitality through private renewal and creativity with appropriate controls, standards, and financing
* Encourage development of vacant properties in accordance with the character of the district
* Contribute to economic, recreational, cultural, and educations development by:
	+ Fostering civic pride in notable accomplishments
	+ Facilitating reinvestment in the urban core of the city
	+ Promoting use of existing sites and structures
	+ Protecting the property rights of owners

**Scope of Work:**

The consultant will develop a customized project work plan, and will meet with representatives of DTS-KCK and the KSHS upon contract award to review expectations for the project.

The consultant will update, record, and upload completed inventory forms to the Kansas Historic Resources Inventory (KHRI) online database as outlined in the HPF 2015 Grant Products Manual and HPF Grant-Funded Survey Requirements FY 2015, and will notify the SHPO staff when the inventory forms are complete and ready for review.

The consultant will submit digital copies of images and site plans as well as a digital and hard copy of the survey report, meeting the same requirements as above.

The consultant will, along with DTS-KCK, meet with SHPO once all records are uploaded to KHRI and SHPO has had an opportunity to review the draft survey report.

The consultant will provide monthly reports to DTS-KCK for submission to SHPO, and a draft completion report by April 15, 2016. Reports are due to DTS-KCK by the 4th of the month for submission to the KSHS by the 10th of the month.

**Work Products:**

* Approximately 225 survey forms uploaded to KHRI
* Survey Report meeting KSHS report standards for intensive level History/Architecture survey (to include draft report subject to review and revision submitted by August 15, 2016)
* Three copies of the final survey report (one in electronic format submitted on compact disc OR thumb drive)
* Completion Report accompanying an article suitable for possible publication in the *Kansas Preservation* newsletter.
* Consultants may retain copyright, but must allow the Kansas State Historical Society and US Government full access to the resulting materials, including reproduction, publication, and other uses.

**Proposed Project Schedule (subject to modification):**

September 30, 2015 Release RFP to solicit consultant

October 21, 2015 RFPs due

October 30, 2015 Consultant selected

November 20, 2015 Contract award meeting with consultant, KSHS, and DTS-KCK

December 17, 2015 Initial public meeting announcing the project

April 15, 2016 All survey records uploaded to KHRI and draft survey report submitted to KSHS

May 31, 2016 Consultant, DTS-KCK, and KSHS meet to review and discuss survey

August 15, 2016 Revisions to survey records and draft report complete, and final report submitted

September 29, 2016 Concluding public meeting, discussing survey results

September 30, 2016 Grant completion report submitted

**Proposals should include:**

* A brief overview of the company, office location, and contact for this RFP.
* Description of firm’s experience in historic preservation, including ability to meet completion schedules and performance standards.
* Details of staff assignments, including qualifications. Consultants must meet the Secretary of the Interior’s Professional Qualification Standards—see <http://www.nps.gov/history/local-law/arch_stnds_9.htm> for more information.
* Name, address, and telephone number of at least two project references for similar completed projects, along with a brief description of each project’s scope, size, and nature of work.
* A proposed methodology for accomplishing the required tasks as outlined in the “Scope of Work” section of this RFP. If the firm plans to use subcontractors, explain their role(s) in carrying out this project and provide detailed information on each.
* Work schedule, including estimated time frame to complete the project, detailed by milestone or activity. Target dates for completion of draft and final documents, allowing a four week review time for each work product developed.
* Not-to-exceed cost proposal, including all personnel costs, travel expenses, printing, and all other costs associated with the work.

**Selection Criteria:**

* General quality and responsiveness of proposal
* Degree to which proposal addresses all items in Scope of Work and Work Product sections of this RFP
* Methodology and approach to project
* Qualifications of key personnel
* Documented performance in conducting intensive level survey
* Cost of services

**Terms and Conditions:**

* Proposals shall be valid for 45 days from the proposal due date. DTS-KCK reserves the right to request an extension of time if needed.
* DTS-KCK reserves the right to accept or reject, in part or in whole, any or all proposals for any reason, to cancel in part or in while the RFP, to re-advertise for new proposals, and to waive minor irregularities and informalities.
* DTS-KCK reserves the right to require an oral presentation from responding consultants to provide an opportunity for the firm(s) to clarify or elaborate on the proposal, but in no way change the original submission. A request for an oral presentation shall not constitute an acceptance of any proposal.
* All proposals must be signed by a duly authorized individual.
* All proposals become the property of DTS-KCK.
* No public bid opening will be held.
* No applicant will be compensated for submission of a proposal, or for any times or services provided as part of the proposal, evaluation, or negotiation process.

**Submission Process:**

* Consultants/Firms will submit three copies of their proposal. Sealed submission must be received no later than 4 PM CST on Wednesday, October 21, 2015.
* Faxed and emailed submissions will not be accepted.
* Deliver or mail all proposals to :

Chuck Schlittler, Executive Director

Downtown Shareholders of Kansas City, Kansas, Inc.

726 Armstrong Ave., Suite 201

Kansas City, KS 66101

* All proposals should be clearly marked:

 **Survey and Inventory of Buildings for Downtown Shareholders of Kansas City, Kansas, Inc.**