

Request for Proposals 19-04
Design Guidelines for the
Kingsville Local Historic District
Kingsville, Texas

Issue Date: December 19, 2018

Proposal Due Date: January 22, 2019

Project End Date: September 30, 2019

Project Information:

The City of Kingsville, Texas is seeking a qualified consultant team to prepare Design Guidelines for Kingsville's Local Historic District. This project is being funded, in part, by a Certified Local Government (CLG) grant.

The purpose of the project is to draft design guidelines for the Kingsville Local Historic District (the District). The District is large and diverse including both residential and commercial properties dating from 1909 to present – a total of 1,090 structures. Kingsville's Downtown National Register District is contained within the boundaries of the District. Currently we have no design guidelines. As such it is difficult to communicate to property owners within the District the standards they are expected to meet to receive approval for proposed changes to their properties. Having design guidelines would also help our preservation commission and city staff manage the District which will bring clarity to the process. Research done for this project would also inform updates to the Historic Preservation portion of the City's Master Plan.

Scope of Services Required:

The objective of the project is to create design guidelines for properties in the District. **After the consultant's analysis of the local historic district's character and resources that contribute to the local district, the consultant shall make a recommendation for the best approach to developing design guidelines that will address various building types, styles, and periods of significance within the District.** Once the consultant team has been hired, they will roughly follow the steps laid out by the National Park Service for the creation and use of design guidelines:

- **Analyze the district's character.** It is essential to have a clear understanding of the history of the district and how that history is reflected by its physical characteristics, such as the architecture, landscape, and street plan. The district encompasses the original subsequent development ranging in dates from 1904 to 1968 and display a variety of styles.
 - Define distinct areas with similar physical characteristics. Ideally, the buildings, streetscapes, and setting should be identified.
 - Identify character defining features that should be preserved within each of the distinct areas.

- **Identify historic preservation goals and district needs.**
 - Will buildings in the district be preserved as is? To what extent will rehabilitation for new uses and infill be encouraged? Will different approaches to work be applied, depending upon the significance and use of the property? Guidelines should be custom-tailored to the particular history and characteristics of the district.
 - New construction/infill/additions shall be addressed as part of the design guidelines.
 - **Conduct a public meeting to engage city officials, staff, residents, property owners, and other stakeholders in the process of developing design guidelines. A public meeting should explain the purpose of design guidelines and solicit the thoughts, opinions, and concerns of the public.**

- **Draft specific guidelines for the district(s).** Design guidelines should address the special character of the district and the work needed to protect it.
 - Draft an illustrated history that identifies significant characteristics and features of the district, such as buildings, streetscapes, and landscapes.
 - Draft design guidelines that address the specific needs of distinct areas within the district. For example, different guidelines for commercial and residential properties. Or different guidelines for distinctly different residential areas within the district based on key defining features and/or period of significance.
 - **Use photos and drawings throughout to reinforce key points.**
 - Include information on materials maintenance, repair and replacement as well as guidance on new construction and additions in the district.
 - Make guidance on the treatment of streetscape (including signage) and landscape features an integral part of the publication.
 - **Guidelines shall be based on the *Secretary of the Interior's Standards for Rehabilitation*.**
 - **Present the draft design guidelines during a public meeting and solicit feedback.**

- **Finalize the design guidelines.**
 - The drafted design guidelines should be consistent with the local preservation ordinance, and/or suggest revisions to the city's preservation ordinance to enhance the local preservation program.
 - Design guidelines should incorporate or address public comments.
 - Design guidelines should provide clarity to property owners on what actions are appropriate when making modifications to properties located within the district.
 - Design guidelines should address the specific needs of various properties types and styles.

- Design guidelines should include instructions on how to use the document and make it clear whether the guidelines are recommendations or enforceable standards.

Additionally, the Consultant will be expected to recommend any changes to the City's organizational framework, policies, processes, practices, and/or bylaws to ensure successful implementation of the Guidelines.

Expected Products:

The consultant team will use the character of the City's historic buildings to create Design Guidelines for the District. The finished product will include written and graphic guidelines that address the breadth of historic resources located within the district. The project will also include adequate public input from city staff, historic district property owners, Historical Development Board, and members of the public on the draft Design Guidelines.

The completed Design Guidelines must:

- Take into account and adequately represent:
 - all local historic and/or archeological resources within the district,
 - the breadth and diversity of resources,
 - geographic and temporal ranges of historic resources, and;
 - broad patterns of Kingsville's history and development.
- Provide photo and/or graphic documentation and examples for representative resources and preferred/discouraged/prohibited treatment of historic resources. Photos and graphics must clearly represent resources from the local community.
- Provide maps and clear identification of resource locations.
- Include and reflect appropriate and adequate public input.
- References should indicate avenues of further research or resources for assistance (e.g. who to contact for more information).
- Adequate recognition must be provided in all publications. Photographs and drawings should be credited to the artist or lender. The local government's involvement must be adequately acknowledged. Recognition must be afforded the CLG program, the Texas Historical Commission, and the National Park Service of the U.S. Department of the Interior. Language acknowledging nondiscrimination practices must also be included.

Four (4) copies (two (2) bound hard copies and two (2) electronic copies) of all final reports, plans, ordinances, standards, guidelines, etc. shall be submitted before the grant deadline.

Recommended Timeline:

The following timeline should be considered general guidance and precise deadlines must be determined in coordination with the City's Historic Preservation Officer.

- January 2019 – RFP will be posted and the consultant selected. Contract will be reviewed by the City Attorney and signed by all required parties. The contract will be sent to THC for approval.
- February 2019 -Step 1. The consultant will conduct research to gain a complete understanding of the history and physical makeup of the district. A historic resource survey of the area completed in 2013 and a windshield survey will serve to inform this process.
- March - April 2019 –Step 2. The consultant will work with the Historic Preservation Officer (HPO), the Historical Development Board, City Manager, Planning Staff and other stakeholders as necessary to formulate goals and needs. A public meeting will be held to gather comments from citizens and stakeholders.
- May - June 2019 - Complete Steps 3 & 4. The consultant will work with the HPO on drafting design guidelines specific to the local Kingsville Historic District. A review of district guidelines from other cities will inform the process.
- July 2019 – The consultant will submit first draft of the design guidelines to the HPO and THC for review. A second public meeting will be held to present the draft guidelines to citizens and stakeholders for comment.
- August 2019 – The consultant will submit a final draft to the City and THC for review and comment.
- September 2019 – The City will adopt the design guidelines and publish the guidelines on the City's website.
- September 30, 2019: Project end date.

Qualifications:

The successful applicant/team will meet or exceed the professional qualifications listed in 36 CFR 61, *Secretary of the Interior's Standards for Archeology and Historic Preservation; Professional Qualifications Standards*. The successful applicant/team will include consultants qualified as architectural historian, historian, and (historical) archaeologist. The applicant/team will have a thorough knowledge of South Texas history and architectural history, South Texas archaeology, and all National Register of Historic Places guidelines appropriate for this project. The applicant/team will have demonstrated experience successfully researching, surveying, evaluating, and delineating multiple historic districts of similar complexity using National Register guidelines. The applicant/team will have successfully

completed at least one (1) set of Design Guidelines for a local historic district of a comparable sized city within the last five (5) years. Knowledge of, and previous experience in Texas is preferred. Team applicants that are able to demonstrate previous successful collaborative efforts on similar projects are also preferred. Applicants will have the capacity and ability to complete the project in the time frame required above.

Assurances for Consultants:

The consultant will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Department of the Interior Regulations (43 CFR 17) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the consultant receives financial assistance from Department of the Interior, National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement. This Assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property discounts, or other federal financial assistance extended after the date hereof to the consultant, including installment payments after such date on account of arrangements for federal financial assistance which were approved before such date. The consultant or subcontractor recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the consultant or subcontractor, its successors, transferees, and assignees, and the person or persons whose signature appear below are authorized to sign this assurance on behalf of the consultant.

D1350 Addendum. Also agrees to comply with the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 and all requirements imposed by or pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the consultant or subcontractor receives financial assistance from the National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

18 USC 1913. No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, will be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to Members of Congress on the request of any Member of Congress, thorough the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business. Whoever, being an officer or employee of the United States or of any department or agency thereof, violates or attempts to violate this section, shall be fined not more than \$500 or imprisoned not more than one year, or both; and after notice and hearing by the

superior officer vested with the power of removing him, shall be removed from office or employment. (June 25, 1948, ch. 645, 62 Stat. 792.)

DI 1954. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion. Lower Tier Cover Transactions. This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.5.10, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C streets, N.W., Washington, D.C. 20240.

1. The prospective lower tier participant certified, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Bid Submission Requirements:

- Proposals must be received at the City of Kingsville, Purchasing Department, 400 W. King, Kingsville, Texas or mailed to PO Box 1458, Kingsville, TX 78364 received by the City before 2:00 PM on January 22, 2019. Proposals will not be accepted electronically.
- **RESPONSE DUE DATE:** Signed and sealed responses are due no later than **2:00 PM**, on the date noted above to the Purchasing Department. Mail or carry sealed responses to:

FedEx, UPS or Hand Deliver to:

City of Kingsville
Purchasing Department
400 W. King Ave.
Kingsville, Texas 78363

Mail to:

City of Kingsville
Purchasing Department
P.O. Box 1458
Kingsville, Texas 78364

- Responses received after this time and date shall not be considered.
- Five (5) copies of the proposal must be submitted for consideration. Proposals will include resumes of all project personnel and a mailing address, phone number, and e-mail address for the principal contact.
- Consultants will meet the aforementioned qualifications and will have recent experience successfully nominating complex historic districts to the National Register of Historic Places. Proposals will not be considered complete without a statement of how the applicant/team's experience meets the expectations of this project, and a narrative on how the scope will be

accomplished. All proposals will be evaluated on a matrix scale where qualifications will be weighed more heavily than the price of the bid.

- Selection interviews are anticipated to be held February 8, 2019.
- The proposal will include a list of three client references for projects similar in scope. Include the name and current contact information of the contact person, date project completed, and a brief description of work provided.
- A not-to-exceed bid and a schedule for the work outlined must be provided as part of proposal package.
- Translation into Spanish version of final guidelines must be provided as part of proposal package.
- Please note how you became aware of this RFP.

The selected proposal will be recommended to the Historic Preservation Officer, City of Kingsville and forwarded to the Kingsville City Commission for approval.

The Consultant chosen for the project will be required to submit Certificates of Insurance for Comprehensive General Liability and Workers' Compensation.

• **VERIFICATION NO BOYCOTT ISRAEL;** As required by Chapter 2270, Texas Government Code, the proposer hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of the verification, "boycott Israel" means refusing to deal with terminating business activities, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purpose.

• **NO FOREIGN TERRORIST ORGANIZATIONS;** Pursuant to Chapter 2252, Texas Government Code, proposer represents and certifies that, at the time of execution of this Agreement neither the proposer, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapter 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051 or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

Compensation:

The "Scope of Work" is a realistic outline of work to be done, however, the scope may increase or decrease during the term of the final service agreement. Work is expected to begin by Feb. 18, 2019, upon city commission approval prior to start date. All questions on the project or the proposal should be submitted to Cynthia Martin, Historic Preservation Officer at (361) 219 -9325 at least two days prior to the deadline. The City of Kingsville reserves the right to waive any informalities in or to reject any or all proposals.