

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.