



## **REQUEST FOR PROPOSALS**

### **MADISON LOCAL HISTORIC DISTRICT DESIGN GUIDELINES UPDATE**

The City of Madison, IN is requesting PROPOSALS from qualified firms to update the Madison Local Historic District Design Guidelines for the City of Madison, Indiana. Proposals will be received until 3:00 PM local time, September 17, 2021, at City Hall, 101 W Main St., Madison, Indiana 47250. Sealed proposals shall state on the outside of the envelope the company's name and address and be labeled "Historic District Design Guidelines Update Proposal", addressed to the attention of the following:

City of Madison, Indiana

Attn: Nicole M Schell, Director of Planning

Madison City Hall

101 W Main St.

Madison, IN 47250

Proposals may also be hand delivered to the Madison City Hall.

## REQUEST FOR PROPOSALS

### HISTORIC RESOURCES DESIGN GUIDELINES UPDATE

Date of Release of this request for Proposal: September 1, 2021

Closing Date: All responses to this RFP should be received by: September 17, 2021

I. **SUMMARY OF REQUEST FOR PROPSAL:**

The City of Madison, Indiana (hereafter also referred to as “The City”) seeks to have a qualified firm to carry out an update to the design guidelines of the Madison Local Historic District. Under the direction of the city’s Director of Planning, the consultant/s will provide the range of expertise to carry out the historic district design guidelines update.

II. **CONTACT INFORMATION:**

Nicole M Schell

Director of Planning

Mailing: 101 W Main St., Madison, IN 47250

Phone: 812-274-0283

Email: [nschell@madison-in.gov](mailto:nschell@madison-in.gov)

**This project is funded in part by a grant from the U.S. Department of the Interior, National Park Service’s Historic Preservation Fund Program and is being administered by the Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology. Compliance with all applicable federal, state, and local laws, rules, and regulations is required.**

III. **SUMMARY OF MADISON, INDIANA AND THE HISTORIC DISTRICT:**

Madison, Indiana was settled in the early 1800’s by pioneers floating down the Ohio River looking for new opportunities. The City of Madison, founded in 1809, became a bustling river town and center of commercial activity. By the early 1840’s, Madison had grown to become Indiana’s largest city and was, at one point, envisioned as the State Capitol. Buildings of all types and descriptions flourished in Madison along with the economy. Eventually, due in large part to a transition from river traffic to rail- and land-based transportation, Madison’s commercial and economic importance waned, leaving behind an abundance of residential, commercial, public, religious, and industrial buildings representing every architectural style since her founding, especially in the Federal, Greek Revival and Italianate styles.

Madison’s locally designated historic district is currently governed by the Historic District Ordinance which was adopted in 1982. That Ordinance established a review process for certain proposed physical changes to structures within the local Historic District and calls for the naming of a seven-member Historic District Board of Review to oversee that process. The Ordinance, however, provides very few details on the types of alterations that are preferred or should be avoided.

*Prior design guidelines work*

To overcome the lack of details on types of alterations, a Historic District Design Guideline Taskforce was created to oversee the creation of the city's first design guidelines. In November 2009, the Madison City Council amended the Historic District Ordinance to adopt the Residential Design Guidelines and the Commercial Design Guidelines.

- IV. **SUMMARY OF GRANT PROJECT EXCEPTIONS FOR PROPOSALS AND RESPONSES TO THIS RFP:**  
The city, in conjunction with the Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology (DHPA) staff overseeing the grant project, have agreed to the time frame outlined in the milestones and other aspects of reporting for this project are approximate and are sufficiently generous that it should not be necessary to substantially modify the schedule for the project. See attached milestones.

This RFP is being solicited as a fixed-price contract and responses will be scored not only on cost, but the respondent's ability to complete the work within the allotted time and demonstrated experience completing similar projects. The fixed costs available for this project are \$27,793.00 federal share, plus \$18,530.00 local share for a total grant amount of \$46,323, as outlined in the Historic Preservation Fund Project Notification, attached.

- V. **SCOPE OF WORK:**  
The City of Madison must hire a 36 CFR 61 qualified historian or architectural historian to complete the design guidelines update in conformance with grant agreement.

- VI. **QUALIFICATIONS:**  
The City of Madison must hire a consultant that meets the Secretary of the Interior's Professional Qualifications Standards for historian or architectural historian, as outlined in the Code of Federal Regulations, 36 CFR Part 61 to update the design guidelines for the historic districts.

In addition to meeting the Secretary of the Interior's Professional Qualifications as outlined above, please list examples of related work as pertaining to the development of historic preservation design guidelines that would provide comparative examples of experience concerning this grant project.

- VII. **PROPOSAL DEADLINE:**  
Please submit one (1) complete hard copy and one (1) electronic copy of the proposal no later than 3:00 PM local time, September 17, 2021. Postmarking by the due date will not substitute for actual proposal receipt. The submittals are to be marked on the outside "Historic District Design Guidelines Update Proposal" and addressed to the following:

City of Madison, Indiana  
Attn: Nicole M Schell, Director of Planning  
Madison City Hall  
101 W Main St.  
Madison, IN 47250

VIII. **PROPOSAL AND PROJECT SCHEDULE:**

It is expected that the project will be completed as outlined in the following preliminary timetable:

<b>Project Step</b>	<b>Timeline</b>
Grant Awarded	August 25, 2021
Request for Proposals Due	September 17, 2021
RFP Submissions Opened	September 20, 2021
Contractor Selection process completed	October 4, 2021
Execution of Contract	October 18, 2021
Start Work	October 19, 2021
Submit Draft to DHPA (30 day review)	February 28, 2022
Final Draft to HDBR for review at next meeting	March 28, 2022
HDBR adoption hearing (Special Meeting)	April 11 <sup>th</sup> or 12 <sup>th</sup> , 2022
City Council hearing (1 <sup>st</sup> Reading)	April 19, 2022
City Council hearing (2 <sup>nd</sup> Reading) – Public Comment	May 3, 2022
City Council adoption hearing (3 <sup>rd</sup> Reading)	May 17, 2022
Project submitted for printing	June 1, 2022
Submit final draft to City Staff for DHPA	June 23, 2022
Delivery of Printed materials and all invoices to DHPA	June 30, 2022

This project must be completed by June 30, 2022.

IX. **BID DETAILS:**

Proposals must be submitted with an all-inclusive lump sum bid price for the completed project. For evaluation purposes, the lump sum bid price must be supported by a detailed breakdown of the various components of the total project cost.

X. **PROPOSAL REQUIREMENTS/EVALUATION CRITERIA:**

The City will evaluate all written submittals. It is incumbent upon the proposers to demonstrate within their proposal how each requirement will be satisfied. All Proposals must meet the specifications outlined in the Proposal.

The following criteria, not listed in order of importance, will be used to evaluate proposals.

a. Letter of Submittal

- i. The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, e.g., the president or executive director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. The Letter of Submittal should include the following information about the Consultant.

- 1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.

- 2. Acknowledgement that the Consultant will comply with all terms and conditions set forth in the Request for Proposals, unless otherwise agreed by the City.
- b. Methodology Overview and Approach
  - i. Provide a detailed description of the approach and methodology for the project.
  - ii. Overall timeline for each task.
- c. Work Plan
  - i. Detailed description of efforts your firm will undertake to achieve client satisfaction and to accomplish the scope of the project.
  - ii. Detailed description of specific tasks you will require from City staff.
- d. Project Team Structure
  - i. Identify all team members and their responsibilities for the project.
  - ii. Project Team Member Resumes
- e. Consultant's Prior Experience and Qualifications
  - i. Provide examples of at least three (3) completed projects demonstrating the consultant's experience working with municipalities or other public agencies on updating or creating design guidelines for historic districts.
- f. References
  - i. Provide three (3) client references applicable to the scope of services. Include contact names, telephone numbers and e-mail addresses.
- g. Compensation
  - i. Consultant's compensation for all work performed in accordance with this Agreement.

**XI. PROPOSAL EVALUATIONS:**

- a. All proposals submitted will be reviewed and evaluated by the Evaluation Committee composed of the Director of Planning and other member of City Staff and possibly elected officials for further consideration on the basis of the following criteria:
  - i. Consultant's qualifications and experience;
  - ii. Expertise of key personnel assigned;
  - iii. Consultant's experience in completing projects similar in size, scope and purpose;
  - iv. Consultant's understanding of the Scope of Services;
  - v. Consultant's detailed work plan to complete services;
  - vi. Overall quality of response to RFP; and
  - vii. Consultant's fee proposal.
- b. Upon invitation, interviews of the top candidates may be conducted.

**XII. SCOPE OF SERVICES:**

The City is seeking consulting services to assist with updating the Madison Local Historic District Design Guidelines.

- a. Background Review and Goals
  - i. Meet with City staff to establish project goals and objectives and confirm project schedule. Review previous design guidelines and relevant policies including the Historic District Ordinance.
  - ii. Work with a subcommittee made up of staff members, HDBR members and community members.
- b. Community Engagement
  - i. In order to receive the best community feedback on the update to the design guidelines, the consultant should plan to hold 2 focus group meetings, 2 public workshops, and attend two-three approval meetings.
- c. Design Guidelines
  - i. Bring the original design guidelines forward to the present day, incorporating lessons learned from the projects reviewed since 2009
  - ii. Update the format and clarify language to make it easier to evaluate future projects
  - iii. The contractor shall provide all labor and materials to develop and produce a complete and comprehensive set of design guidelines for the City of Madison's Historic District. The design guidelines shall be tailored to the special needs and conditions that exist in Madison's Historic District. The guidelines shall be consistent with the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties, established by the National Park Service.
  - iv. The contractor shall conduct any necessary field investigations and/or site visits to develop a thorough familiarity with Madison's Historic District and shall review all existing materials and documentation pertaining to the Historic District. City Staff will provide access to all public documents pertaining to the Historic District upon request.
  - v. The contractor shall provide all graphics, drawings, photographs and written narrative for the design guidelines document.

**XIII. GENERAL AND GRANT REQUIREMENTS**

- a. The contractor is expected to keep the city's Director of Planning informed of the status of the project on a regular basis.
- b. All work under the terms of this project must be completed and final products submitted to the City no later than June 30, 2022.
- c. The contractor will provide a minimum of two hundred (200) printed and bound copies of the completed design guidelines document. Contractor may submit options for presentation, printing and / or binding that may affect pricing.
- d. The contractor will also provide the guidelines document in a computerized and digitized version suitable for inclusion on the City's website and for printing additional copies. In addition to the master copy, the contractor will provide two (2) copies of the completed document in USB drive format and one (1) copy of the completed document in CD format.

- e. The contractor shall provide the City with an editable version of the final document.

**XIV. CONTRACT TERMS**

- a. This project is funded in part by a grant from the U.S. Department of the Interior, National Park Service's Historic Preservation Fund Program and is being administered by the Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology. Compliance with all applicable federal, state, and local laws, rules, and regulations is required.
- b. Compliance with the applicable Secretary of the Interior's Standards and Guidelines is required.
- c. The Indiana Department of Natural Resources, the Indiana State Auditor, the U.S. Department of the Interior, the Comptroller General of the United States, or any of their duly authorized representatives, will have access to any books, documents, papers, and records of the contractor that are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcription. Such records must be maintained for three (3) years after closeout of the contract.
- d. No part of the money appropriated by any enactment of Congress will, in the absence of express authorization by Congress, 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 the U.S. 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 will not prevent officers or employees of the United States or its Departments or Agencies or employees of the State of Indiana from communicating to Members of Congress at the request of any Member, or to Congress through the proper official channels, requests for legislation or appropriations that they deem necessary for the efficient conduct of public business.
- e. The project must be carried out in compliance with the Copeland Anti-Kickback Act (18 USC 874) as supplemented in Department of Labor regulations. This act provides that each contractor will be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation of which he or she is otherwise entitled.
- f. The project must be carried out in compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR 60).
- g. Payment Schedule
  - i. Invoices are due to the city on the second and fourth Monday of each month. Checks will be issued following approval by the Board of Public Works and Safety on the first and third Monday.
  - ii. A 15% contract retention will be withheld by the city until work is approved by the DHPA.

h. Termination for Breach of Contract

- i. If the contractor fails to perform the work in an acceptable manner, the owner may give notice in writing to the contractor and his surety of such failure or refusal, specifying the same and directing what action shall be taken. Any one of the following will be considered sufficient justification for such notice:
  1. Failure to begin the work under the contract within the time specified.
  2. Failure to perform the work with sufficient supervision, workmen, staffing, equipment, and materials to insure the prompt completion of said work.
  3. Unsuitable and/or unsatisfactory performance of the work.
  4. Discontinuing the prosecution of the work or any part of it.
  5. Inability to finance the work adequately.
  6. If, for any other reason, the contractor fails to carry on the work in an acceptable manner.
- ii. If the contractor, or his surety, within a period of ten (10) days after such notice does not proceed in compliance therewith, then the owner shall have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of said contractor, to appropriate or use any and all materials and equipment on the grounds as may be suitable and acceptable, and may, at his option, turn the work over to the surety, or enter into an agreement with another contractor for the completion of the contract according to the terms and provisions thereof, or he may use such other methods as, in his opinion, shall be required for the completion of said contract in an acceptable manner. All costs of completing the work under the contract shall be deducted from any monies due or that may become due of said contractor. In case the expense so incurred by the owner may be less than the sum that would have been payable under the contract if it had been completed by said contractor, then said contractor shall be entitled to receive the difference, but in case such expense shall exceed the sum that would have been payable under the contract, then the contractor and his surety shall be liable and shall pay to the owner the amount of said excess. By taking over the prosecution of the work, the owner does not forfeit the right to recover damages from the contractor or his surety for his failure to complete the work within the time specified.

**ATTACHMENT A: MILESTONES**

<b>Project Step</b>	<b>Timeline</b>
Grant Awarded	August 25, 2021
Request for Proposals Due	September 17, 2021
RFP Submissions Opened	September 20, 2021
Contractor Selection process completed	October 4, 2021
Execution of Contract	October 18, 2021
Start Work	October 19, 2021
Submit Draft to DHPA (30 day review)	February 28, 2022
Final Draft to HDBR for review at next meeting	March 28, 2022
HDBR adoption hearing (Special Meeting)	April 11 <sup>th</sup> or 12 <sup>th</sup> , 2022
City Council hearing (1 <sup>st</sup> Reading)	April 19, 2022
City Council hearing (2 <sup>nd</sup> Reading) – Public Comment	May 3, 2022
City Council adoption hearing (3 <sup>rd</sup> Reading)	May 17, 2022
Project submitted for printing	June 1, 2022
Submit final draft to City Staff for DHPA	June 23, 2022
Delivery of Printed materials and all invoices to DHPA	June 30, 2022

**ATTACHMENT B: HISTORIC PRESERVATION FUND PROJECT NOTIFICATION**

**HPF PROJECT NOTIFICATION -- Non-Development Project**

**Title:** Madison NHL Historic District Design Guidelines Update

<b>Grant Number:</b>	FFY21-02	<b>Federal Share:</b>	\$27,793
<b>Counties Affected:</b>	Jefferson	<b>Non-Federal Share:</b>	\$18,530
<b>Congressional District:</b>	6	<b>Total Project Cost:</b>	\$46,323

**1. SUBGRANTEE:** City of Madison (CLG)  
101 W. Main Street  
Madison, IN 47250

**2. NON-FEDERAL MATCHING SHARE:**  
DONOR: City of Madison  
SOURCE: General Budget  
KIND: Cash  
AMOUNT: \$18,530  
**TOTAL: \$18,530**

**3. BUDGET:**  
Personnel: \$ 2,835  
Advertisement: \$ 150  
Contractual: \$40,000  
Printing: \$ 3,338  
**TOTAL: \$46,323**

The Division of Historic Preservation and Archaeology (DHPA) reserves the right to increase the grant funding for the project subject to the availability of additional grant funds and the subgrantee’s documentation of “overmatch” of the federal funds. Additional grant funds are not guaranteed and the subgrantee is still responsible for all project costs over and above the combined federal and non-federal shares listed above.

Because the subgrantee is a Certified Local Government (CLG) designated by the National Park Service, the DHPA also reserves the right to increase the federal grant side of the funding ratio for this project. The DHPA is required to distribute a minimum of ten percent (10%) of its annual federal HPF award for pass-through to CLGs. In the event that the DHPA will not meet the minimum 10% pass-through threshold, it may be necessary to increase the federal grant side of the funding ratio for all CLG subgrant projects. Failure to meet this federal pass-through requirement means that the State will lose the balance of the CLG funds that are not properly disbursed to CLGs.

**4. PROJECT DESCRIPTION:** This project will result in preparation of a comprehensive and updated set of local design guidelines for the Madison National Historic Landmark Historic District, which encompasses about 2,050 residential and commercial properties and is one of the largest National Register historic districts in the nation. The design guidelines currently in use were developed in 2009, but they have not been updated since that time. In recent years, the Historic District Board of Review members and city staff have recognized the need for updates and improvements to the guidelines. The updated guidelines will incorporate: lessons learned using the 2009 document; updated and clarified language for better understanding and use by property owners, board members, and the general public; extensive public input; and current best practices in design guideline documents.

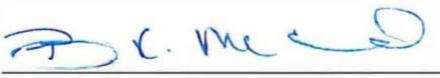
After an experienced presentation consultant is hired, the project will proceed in three phases. The first phase will consist of carefully reviewing the existing guidelines, gathering relevant background material and examples from Madison and other communities, hosting one focus group meeting with key community stakeholders, and holding one public workshop to identify local issues and concerns. The second phase will incorporate developing the outline and draft, reviews by key City staff members and the community, hosting one focus

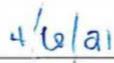
group meeting with key community stakeholders, and holding one public workshop to review the draft document. The third and final phase will include reviewing all public comments and feedback, preparing the final draft of the guidelines with review by City staff, board members, the DHPA, and community members before formal adoption by the Historic District Board of Review and the City Council. After formal adoption, the document will be printed in a limited quantity, an electronic version will be posted on the City's website, and the new guidelines will be presented to the public during Preservation Month 2022. The project must meet applicable *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

**Procurement:** All contractors working on the project must be hired using fair and open selection procedures and in compliance with fair procurement standards (see the *HPF Grants Manual*, Appendix B: Procurement).

**DHPA Review and Approval:** Bidding documents, contractor selections, and contracts must be reviewed and approved by the DHPA staff prior to release and/or execution.

5. **PROJECT BEGINNING / END DATES:** June 1, 2021 – June 30, 2022
6. **PROGRAM INCOME:** None
7. **GRANT AGREEMENT:** This grant agreement shall consist of the following items: Statement of Understanding for Historic Preservation Subgrants, (signed and submitted with the grant proposal); the Award Letter (prepared by the DHPA); this Project Notification (prepared by the DHPA); the Formal Acceptance Letter (prepared by the grant recipient); the General Grant Conditions (signed by the grant recipient); the Federal Assurances for Non-Construction Programs (signed by the grant recipient); and the *Historic Preservation Fund Grants Manual* (prepared by the DHPA and provided to the grant recipient). The grant recipient organization is responsible for complying with all applicable standards, guidelines, and requirements set forth in these documents. Failure to comply with any of these standards, guidelines, and requirements is grounds for termination of this grant agreement. In such instances, the grant recipient may be required to return part or all of the grant funds received from the DHPA.
8. **CERTIFICATION:** As the duly authorized representative, I certify that this grant will be administered, and work will be performed, under the supervision of a professional meeting appropriate 36 CFR 61 requirements, and that the project will be carried out in accordance with the applicable "Secretary of the Interior's Standards and Guidelines." All project documentation will be maintained on file for audit and State Program Review purposes. All proposed costs for personal compensation charged to the federal or non-federal share of this grant are consistent with the guidelines of the Historic Preservation Fund program, as administered by the DHPA. These costs have been assessed by knowledgeable DHPA staff, and have been found to be within the normal and customary range of charges for similar work in the local labor market, and appear to be appropriate charges for the project to be undertaken with federal grant assistance.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Beth K. McCord, Director  
Indiana Division of Historic Preservation and Archaeology  
Deputy State Historic Preservation Officer