



## **REQUEST FOR PROPOSALS**

### **MADISON LOCAL HISTORIC DISTRICT SURVEY UPDATE**

The City of Madison, IN is requesting PROPOSALS from qualified firms to update the Madison Local Historic District Survey for the City of Madison, Indiana. Proposals will be received until 3:00 PM local time, April 30, 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 Survey 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 or by email to:  
[nschell@madison-in.gov](mailto:nschell@madison-in.gov)

**REQUEST FOR PROPOSALS  
HISTORIC RESOURCES SURVEY UPDATE  
MARCH 31, 2021**

**I. PROJECT DESCRIPTION:**

The City of Madison, Indiana (hereafter also referred to as “The City”) seeks to have a qualified firm to carry out an updated survey 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 survey update.

All services provided by the consultant/s shall be performed by individuals who meet the qualifications, educations, and certification/licensing for the position/s. The successful consultant/s shall also have the resources to provide cost effective and timely services, including providing outstanding customer service to the City and its related clients.

**II. BACKGROUND:**

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, is missing details regarding the rating of the district’s resources when it was adopted in 1982.

*Prior survey work*

A survey of Madison’s historic resources was completed prior to 1982 to establish the local district however that survey has been lost. Jefferson County received a complete survey through the Indiana Historic Sites and Structures Inventory when the Interim Report was published in November 1989.

Numerous local, state-wide, and national organizations have actively taken part in the effort to maintain the integrity of the Historic District which has become a major tourist

attraction. Several national publications have included Madison near the top of their lists of most attractive places to visit or live in. All of these efforts reached culmination, in April 2006, when the Secretary of the Interior honored Madison with the National Historic Landmark District designation. With more than 1,600 structures situated on over 133 blocks Madison's became one of the newest and **largest National Historic Landmark Districts in the nation!** Another inventory of Madison's historic resources was completed in 2006 as part of this designation.

With the latest survey now 14 years old, the City of Madison has realized the survey efforts were limited since the NHL district did not encompass the entire local district and contributing properties may have been excluded.

III. **GEOGRAPHIC AREA**

The area ("Survey Area") to be included within the update is generally described as the downtown district's 133 blocks of approximately 1600 parcels. It is expected that all materials prepared for this project will be professionally executed and fully proofread and edited by the consultant. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission.

IV. **SCOPE OF SERVICES:**

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

a. Background Review and Goals

- i. Meet with City staff to establish project goals and objectives and confirm project schedule. Review previous survey 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. The purpose of this updated historic survey is to create a GIS database which can be added as a layer onto the city's current GIS basemap and software. This will give the city the ability to give the general public digital access to the survey information.

c. Reconnaissance and Intensive-Level Survey

- i. Complete a reconnaissance survey of the properties within the Madison Local Historic District. The consultant(s) will conduct a reconnaissance level survey (RLS) of the Downtown Area from the public right-of-way, street or alley. Access to private property is typically not required for an RLS. If access to private property is necessary, permission must be obtained from the property owner. Consultant should obtain a letter from City staff that describes the survey and can be provided to the

public if they should ask surveyors why they are examining properties in an area.

- ii. This project shall include the identification, photography, and evaluation of the properties within the district limits.
- iii. During the field survey, all previously surveyed properties should be recorded with photographs and notes about changes, if any exist, which have occurred to previously surveyed resources.
- iv. The contractor shall be required to provide maps of surveyed properties within the district and all properties should be labeled “historic/contributing,” and “nonrated/noncontributing” as required in the City of Madison Historic District Ordinance (Chapter 151, Section 4).
- v. The survey update will be performed by the Contractor in accordance with Standards and Guidelines for Identification, Evaluation outlined in the Indiana “Survey Manual for Architectural and Historic Resources” issued by the Division of Historic Preservation and Archaeology (DHPA). All documents and maps will be prepared in accordance with DHPA standards and guidelines, and the Secretary of Interior Standards and Guidelines for Identification and Evaluation.
- vi. All documentary photography provided by the Contractor shall be in accordance with the requirements for National Register of Historic Places standards for digital photography.

**V. BID DETAILS:**

- a. 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.

**VI. PROPOSAL SUBMISSIONS:**

- a. The following minimum information should be provided in each proposal and will be utilized in evaluating each proposal submitted. To expedite the evaluation of proposals, submittals shall include:
  - i. Cover Letter
    - 1. The cover letter should indicate the full name and address of the consulting firm that will perform the services described in the RFP. The Consultant should include the name and contact information for the individual who will serve as project manager as well as the firm’s qualifications.
- b. Consultant’s Prior Experience and Qualifications
  - i. Provide examples of the last three (3) completed projects demonstrating the consultant’s current historic preservation experience working with municipalities or other public agencies.

- c. References
  - i. Provide three (3) client references applicable to the scope of services. Include contact names, telephone numbers and e-mail addresses.
- d. Organizational Chart
  - i. Identify all team members and their titles and responsibilities for the project.
- e. Team Member Resumes
  - i. Provide a resume for all team members.
- f. Methodology Overview and Approach
  - i. Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP.
  - ii. Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
  - iii. Overall timeline for each task.
  - iv. Detailed description of specific tasks you will require from City staff.
- g. Compensation
  - i. Consultant's compensation for all work performed in accordance with this Agreement.

**VII. 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 will be conducted.

**VIII. PROPOSAL DEADLINE:**

- a. Please submit five (5) complete hard copies and one (1) electronic copy of the proposal no later than 3:00 PM local time, April 30, 2021. The submittals are to

be marked on the outside "Historic District Survey 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

Questions concerning the Request for Proposals can be directed to Nicole M Schell by using the contact information below, and shall be received no later than April 16, 2021. Any questions received after April 16, 2021 may not be answered in fairness to other Offerors.

Phone: 812-274-0283

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

Proposals received after the stated deadline will not be accepted.

This Request for Proposals does not commit The City to pay any costs incurred by the individuals or firms in the preparation and submission of the Bid. The City of Madison, IN reserves the right to reject any or all Proposals at any time without penalty.