



## HISTORIC SAINT PAUL

### Historic Hill District Survey Project

#### **Consultant questions re: RFP and responses from HSP & HPC staff** 9.15.2016 REV

PLEASE NOTE: As this document is being issued one day later than specified in the RFP, the proposal deadline is extended one day from 4:00 PM Wednesday, Sept. 21 to 4:00 PM Thursday, Sept. 22.

1. Are HSP and the City open to a reduced scope of work in order to meet the project budget and timeline? Is an extension of the deadline possible?

Extending the deadline is not possible, in order to comply with the granting agency's requirements, but consultants should provide a revised scope if necessary to meet the budget and timeline. HSP and the City would need to seek SHPO approval of any revisions to the project scope. The most important elements are getting the necessary level of information within the National Register and state historic districts, established in the 1970s, so that the City can accurately implement state environmental review rules pertaining to historic resources (e.g., contributing and noncontributing status, individual property descriptions, and significance statements related to the criteria with which the districts were established).

2. Page 6 of RFP, A. Property Address Files – states each property, including buildings, outbuildings, structures, objects, sites, and landscapes, will have an electronic address file. We assume a parcel = a property. Therefore, is it correct that whether a parcel has one resource or five, only one inventory form is required? Or, is a form required for every individual resource?

Assume one inventory form per parcel that will note structures that can be viewed from the streets.

3. Should we anticipate surveying not only the street (front), but also from alleyways (rear)?

Assume surveying from public streets and documenting what can be seen. However, if larger barns or carriage houses can be seen, conduct survey from alleys as well if they exist.

4. After field survey is conducted using the city's ArcGIS Collector app, would the consultant be provided access to the primary Access database in order to update/write the narrative, significance, and recommendation sections for the inventory forms, or is all information entered/updated using the app?

The narrative, significance, recommendations, etc. can be updated or written in the database table (which can be sent to the consultant by the City). This does not need to be done in the ArcGIS Collector app, but can be if the consultant chooses.

5. Does the city's ArcGIS Collector app allow for auto population of certain fields (e.g., we could easily add the district significance statement to every property)? If so, is the consultant able to do it themselves, or is that something we would coordinate with city staff?

The City will have certain fields of the Collector app auto-populated and have predetermined field options (such as contexts, architectural styles, yes/no, contributing/non-contributing, etc.). Additional fields also may be auto-populated; this would require coordination with city staff. The significance statements are for the districts as a whole and will not be included on individual inventory forms.

Please see the attached Saint Paul HPC building inventory form, which is slightly revised from the one attached to the RFP. Fields the consultant will be responsible for completing are highlighted; where section headings are highlighted, all fields should be completed to the extent possible.

6. Please describe the mechanism for linking property photos to inventory form records in the ArcGIS Collector app.

The Collector app will automatically attach a photo taken in the app to the fields entered at that geo-location. The consultant may also take photos by other means outside of the Collector app as long as the photos follow the file naming protocol noted in the RFP so that they can be attached to the correct property in the database by City staff.

7. Please provide a copy of a completed Saint Paul HPC inventory form so that we may get a sense of appropriate level of effort.

We do not, unfortunately, have a completed inventory form that shows the expected level of effort for this survey. The attached sample completed inventory form is from a 2011 reconnaissance-level survey.

8. If available, please provide directions for filling in the Saint Paul HPC inventory form (i.e., are there preselected options for certain fields, etc.).

Directions for completing the Saint Paul HPC inventory form do not exist. Please refer to the answer to question #5 above regarding predetermined and auto-populated fields.

9. The Saint Paul HPC inventory form Site Features section includes an area for "notes on interior." Please confirm that interior access/survey and subsequent notes are not required components of this survey.

Interior access/survey is not part of this project.

10. Page 1, Section 1 #2 – please confirm that this task is completion of the 2-page HPC Building Inventory Form for each of the approximately 1,800 properties, and that no separate physical descriptions and significance statements are expected for all properties? If that is not correct, please elaborate.

Yes, confirmed. A brief physical description is required as part of the “Exterior Notes” field on page 2 of the inventory form. There may also be a brief description under “General Property Notes” if features warrant further description. A status of contributing or non-contributing should be included on page 1 of the inventory form under “Significance and Nomination Information.” Contrary to what is stated in the RFP, a significance statement for each individual property is NOT required.

11. Please describe the intended purpose of and expected activities associated with the Pre-Contract meeting noted in the table on Page 5. (This will allow us to estimate appropriately.)

The purpose of the pre-contract meeting is to a) discuss terms and details of the contract including, if necessary, the work plan and timeline, and b) address any issues raised by SHPO during its review of the procurement process.

12. Page 5, Section 5 notes that the consultant must be able to commence work (an initial meeting) within 10 days of signing the contract. Please confirm that in addition to the Pre-Contract meeting, we should also assume a Post-Contract meeting with the HSP and HPC to kick off the project.

Yes, confirmed.

13. Page 3, Section B. Database and Technology – please confirm that more than one access code will be granted to the City ArcGIS account so that multiple survey teams can access while in the field, or that the code given will allow multiple users access at one time.

The City currently has two guest access accounts and is inquiring about additional accounts. Accounts cannot be used simultaneously by more than one user. Please state in your proposal how many accounts you anticipate needing.

14. Page 4, Section D. Community Process – please clarify the format of reports to the Advisory Committee. Are you looking for an in person update or a written memo? If memos, may they be delivered electronically? Also, are the three meetings with the Advisory Committee the same as, or in addition to, the monthly phone calls with the HSP and HPC staff as outlined on page 9, Section 7, subsection B?

The reports may be written memos, delivered electronically. The three Advisory Committee meetings are in addition to the monthly phone calls.

15. Page 7, Section D. Maps – is an individual map for each of the 1,800 properties required?  
Or, are you looking only for overall survey area maps?

The latter – one map of the survey area, but distinguish between the state, national, and local Hill District boundaries, as they differ.

16. Page 9, Section 8 E. Budget – are the tasks you'd like to see in the budget (those listed in Section 8 A. Work Plan and Methodology) what you'll also expect to see on invoices? We note that a few work plan items (research design, meetings) are missing and assume we should also include these in both our work plan/methodology and as budget line items?

Yes to both questions. Invoice line items may include additional items such as research and preparation of final report.

17. What is SHPO's role with consultant review and procurement? Is it involved in consultant selection?

SHPO will not be involved in the selection of the consultant(s). It will, however, review the selection process to make sure it meets their requirements.

18. How will selection of the consultant be made (who? individuals? HSP board or HPC?)?

The consultant selection will be made by HSP and HPC staff. The HSP board will approve the contract.

19. One of the deliverables seems inconsistent with the process outlined, namely providing a copy of every permit index card, historical permit, and previous inventory form. Scanning or photographing all of them would be very time consuming compared to simply pulling all the data from these sources.

In acknowledgment of the tight timeline and budget, HSP and the City will not require a scan or photograph of every index card, permit, and inventory form. The electronic property address files described on p. 6 of the RFP, therefore, need not include permit index cards, historical building permits, and 1983 Historic Sites Survey inventory forms. These materials, however, will need to be used to fill out applicable portions of the inventory forms.

Attachments:

REVISED Saint Paul HPC building inventory form

Sample completed Saint Paul HPC building inventory form