



THE CITY OF
BENICIA
CALIFORNIA

REQUEST FOR PROPOSAL

CITY OF BENICIA HISTORIC CONTEXT

August 25, 2009

Important Dates:

Proposal Due Date:.....Monday, September 14, 2009
Selection Interviews:.....Monday, October 5, 2009
Award of Agreement:.....October 20, 2009
Project Agreement Start Date:.....October 26, 2009
Project Completion:.....September 16, 2010

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I. INTRODUCTION

The City of Benicia (“City”) is requesting proposals from qualified organizations to assist the City in the preparation of a Historic Context Statement.

BACKGROUND.

The City of Benicia is a general law city located in Solano County. The City has recognized its downtown as a local historic district since 1969. However, no efforts were made to formally document the City’s historic resources until the late 1980’s when a grassroots effort led to a compilation of surveys of the downtown and arsenal areas documenting historic resources, and ultimately the adoption of the Downtown and Arsenal Historic Conservation Plans in 1990.

For over 15 years, these documents satisfied the basic need to guide new development in these areas and treat documented historic resources appropriately. However, today these plans are outdated and must be updated for consistency with the Secretary of the Interior’s Standards for the Treatment of Historic Properties, and the accompanying Guidelines for historic buildings. In addition, many of the survey forms completed in the 1980’s contained inconsistent content, lacked clear descriptions, and were not based on the National Register Standards.

In 2004 the City embarked on an update to the Downtown Historic Conservation Plan by hiring Roland-Nawi Associates. Roland-Nawi’s charge was to update the 1980’s DPR 523 A and B Forms. The updated survey covered the entire area originally surveyed in the 1980’s as well as additional areas just outside the original survey parameters with a significant concentration of resources. With a majority of the work completed in 2007, the City contacted the Office of Historic Preservation (OHP) and requested a peer review of Roland-Nawi’s work. OHP highly recommended that the City complete a historic context in order to determine the validity of the Roland-Nawi’s work, and to formally establish a District Record (DPR 523 D) for downtown Benicia. In March 2009, the City of Benicia accepted the updated historic resources inventory as prepared by Roland-Nawi. Pursuing the preparation of a historic context statement will assist in evaluating all historic resources for consistency with the Secretary of the Interior’s Standards, as well as in the identification of new historic resources.

In April 2009, the City of Benicia applied, and was subsequently awarded, a Certified Local Government (CLG) Grant in the amount of \$25,000 to development a historic context statement. The City’s matching fund requirement will be met through in-kind staff and volunteer services. Staff and volunteers will assist the consultant in gathering information, collecting data, and interfacing with the public.

PURPOSE OF THE REQUEST.

The City desires to obtain the services of an outside organization to help the City prepare a historic context statement. The historic context statement will discuss significant themes in the historical development of Benicia, identify associated property types with their character defining features, and establish evaluation criteria and integrity thresholds for important property types sufficient to provide a framework for evaluating resources for the National, California, and

local registration programs. All work shall be performed and deliverables produced in accordance with the Secretary of the Interior's Standards for Preservation Planning, Identification, Evaluation and Registration when such standards are applicable, the National Register Bulletin #24 – Guidelines for Local Surveys: A Basis for Preservation Planning, and the Office of Historic Preservation's instructions.

The historic context statement should include the areas of the H Overlay Districts as outlined in the Downtown Historic Conservation Plan and Arsenal Historic Conservation Plan, extending to the west and north of I-780 and West Manor (Buena Vista/Alta Loma), to incorporate 1940s - 1960s developments. Maps will be provided.

The selected organization will provide the full range of services including:

1. Develop a historic context statement for the City of Benicia from its beginnings into the 1960s which adheres to the Secretary of the Interior's Standards and Guidelines and the guidance in National Register Bulletins, identifies important themes in the historical development of the City and significant property types associated with those themes together with their character defining features, and establishes eligibility standards and integrity thresholds for property types associated with the important themes of the context. The historic context statement will identify one or more potential National Register, California Register, or locally significant historic districts with suggested boundaries and eligibility criteria and will include recommendations for future historic preservation activities. It is anticipated that a reconnaissance survey of the area addressed in the historic context will inform the context development. No DPR 523 forms will be completed.

2. A Final Report, which documents the 1) project objectives; 2) area surveyed; 3) research design; 4) methodology; 5) results; 6) recommendations. The results section will include a discussion of how the earlier 2009 Roland-Nawi survey findings of the level of historic significance (contributing, landmark or not contributing) to the historic district will be incorporated into local planning.

II. SCOPE OF SERVICES

Attached, as Appendix A, is a list of major work tasks that should be completed as part of the scope of work. The proposer is asked to define the approach and the specific scope of work and methodology to achieve the objectives presented in this Request for Proposal ("RFP"). The proposer should include a refined scope of work by developing a detailed description of all project tasks, both those suggested in this RFP and any changes, additions or recommendations proposed.

DELIVERABLES.

Five (5) copies of administrative draft reports are required upon completion of each major part of the project. Following approval by the staff, **Five (5)** copies of each final report are

required. Each draft submittal and the final report shall also include an electronic copy sent to City Staff.

One unbound copy of each final document and a computer disk containing all final documents and all information are to be provided. Upon the outset of the agreement, the consultant will submit a description of the software to be used in preparation of the reports and graphics. The City currently uses Word for word processing and Excel for spreadsheets and graphs. Unless pre-approved by City, the final documents shall be provided in Microsoft Word and Microsoft Excel at a minimum.

III. PROPOSAL FORMAT

All proposals shall include the following minimum information:

APPROACH.

A short discussion of the intended approach to the project that demonstrates the proposer's understanding of the issues and tasks and the proposer's ability to address them.

DESCRIPTION OF ORGANIZATION, MANAGEMENT AND TEAM MEMBERS.

A description of the team/consultant organization, and a work plan that identifies the personnel to be assigned to each task. The organization description should clearly identify who will be the project manager and the day-to-day contact person for the job.

ORGANIZATION QUALIFICATIONS.

Provide an outline of the organization qualifications indicating relevant background experience and capabilities for this work. A list of major projects, both ongoing and planned, to which the organization is committed during the time frame of this project, should also be provided. Include the staff resources devoted to those projects and the status of the projects.

SCOPE OF WORK.

The proposal should contain a description of each work task with an explanation of how the proposer plans to approach the tasks and the steps that will be taken to complete the task including analytical methods and tools. Proposers must demonstrate that they understand the magnitude and importance of each individual task. Tasks should be organized into phases constituting measurable deliverables.

PROPOSED PROJECT SCHEDULE.

Time is of the essence for this agreement. The proposal shall include a schedule to undertake the work program. The project is anticipated to start by ***October 26, 2009*** and be completed by ***September 16, 2010***.

PROPOSED BUDGET.

Indicate the costs and hours for the total project, on a task-by-task basis and on a subconsultant basis, inclusive of reimbursables. Prices quoted must be binding for a minimum of the life of the project.

REFERENCES, RELATED EXPERIENCE AND EXAMPLES OF WORK.

Provide at least 3 client references with phone numbers for relevant work. Specify the client, location, consultant firm members and participating individuals and role on team (principal, project director, etc.), type of work, implementation results or status, examples of work, and other relevant information as needed.

IV. SELECTION PROCESS

QUALIFICATIONS.

Consultant shall meet the Secretary of the Interior's Professional Qualification Standards for either historian or architectural historian. All proposals received by the due date will be evaluated by the City. Only information which is received in response to the RFP or any subsequent interview will be evaluated. The City will judge the responses of each proposing firm in several critical areas. Selected proposers may be invited to an oral interview.

SELECTION CRITERIA.

The City will select the most qualified proposal based on the following factors. Responses to the RFP should address the qualities and indicators that are listed below:

1. *Ability of the Lead Consultant to Design an Approach and Work Plan to Meet the Project Requirements.*

An assessment of the overall quality of the proposal. Qualities and indicators that will receive consideration include the proposer's performance in converting the Scope of Services into a work plan; the detail and clarity of the discussion as to the proposer's approach to undertaking the project; the proposer's performance in identifying any special problems or concerns which may be associated with the project and preliminary ideas about how these obstacles should be addressed; the inclusion of any unique approaches which are designed to save time and money or increase the benefits or effectiveness of the proposed work; the demonstrated ability to work with governmental bodies; and a full understanding of applicable laws or regulations that relate to the project.

2. *Ability of the Proposer to Carry Out and Manage the Proposed Project.*

An assessment of the past experience of the organization in general. Qualities and indicators that will receive consideration include the number and types of projects the organization or its employees have completed; the variety of projects completed and a demonstration of the organization's ability to undertake this project; the general level of experience in the areas of supervision, observing and monitoring projects; the organization's ability to realize timetables and quality control objectives; and the demonstrated general ability to bring about a successful completion of the projects under the proposer's direction.

3. *Capabilities of the Consultant Organization and/or Team.*

Assessment of the capabilities of the organization and individuals that will be engaged in the project. Qualities and indicators that will receive consideration include the individual professionals who will be working on each task; the various professional, technical, and educational achievements and registration/licenses of each organization and individuals involved; the applicable experience of the proposed assigned staff; and the specific experience gained on similar projects.

4. *Current Workload of the Consultant Organization and/or Team.*

An assessment of the perceived ability of each organization to devote the necessary human resources and management attention to the project. Qualities and indicators that will receive consideration include the number and size of the projects presently being performed by each organization and the assigned staff; the status of existing projects; the past ability of the organization to deliver projects on a timely basis; and the nature of the existing projects that are behind schedule or past the completion date.

5. *The Proposer and/or Team's Proximity to the Project.*

An assessment of the geographic proximity to the project; the location of the office from which the proposed project will be administered; the perceived response time and general availability of the proposer's management to be on site; the perceived effect that project management location will have on price and the ability of the project to be completed on a timely basis; and the availability of special travel or communication plans which would effectively mitigate difficulties associated with location.

6. *Willingness to Comply with the Proposed Agreement Terms.*

A sample agreement is attached. Proposals will be rated based on the exceptions taken to the proposed agreement.

7. *Cost of Proposal.*

Cost shall not exceed \$25,000. Cost, while not determinative, may be considered in the selection process.

V. PROPOSAL DUE DATE, DELIVERY AND AWARD

PROPOSED SELECTION AND PROJECT SCHEDULE.

Proposal Due Date:..... 3:00pm, Monday, September 14, 2009
Tentative Selection Interviews Date:..... October 5, 2009
Agreement Approval Date:..... October 20, 2009
Project Agreement Start Date:.....October 26, 2009
Project Updates (see appendix A) January 25, 2010
April 19, 2010
June 23, 2010
Project Completion:.....September 16, 2010

DELIVERY.

Five (5) sealed copies of the proposal, clearly marked with the project description, should be submitted no later than:

3:00 p.m. Monday, September 14, 2009

to the address below. All copies received by that time will be date and time stamped. Proposals will not be accepted after this time. Proposals should be addressed to:

Gina Eleccion, Management Analyst
Public Works and Community Development Department
250 East L Street
Benicia, CA 94510
Phone: (707) 746-4280
Fax: (707) 747-8121
Email: geleccion@ci.benicia.ca.us

Emailed proposals will be accepted. Hand carried proposals will be accepted at the above address.

AWARD OF CONTRACT.

It is anticipated that any award of an agreement for services will be made by the City Council at their October 20, 2009 meeting.

VI. CONDITIONS OF REQUEST

GENERAL CONDITIONS.

The City reserves the right to cancel or reject all or a portion or portions of the Request for Proposal without notice. Further, the City makes no representations that any agreement will be awarded to any organization submitting a proposal. The City reserves the right to reject any and all proposals submitted in response to this request or any addenda thereto.

The City also reserves the right to reject any subconsultant or individual working on a consultant team and to replace the subconsultant or individual with a mutually acceptable replacement.

Any changes to the proposal requirements will be made by written addendum.

LIABILITY OF COSTS AND RESPONSIBILITY.

The City shall not be liable for any costs incurred in response to this Request for Proposal. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the City harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the City of Benicia.

The selected lead consultant will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. The selected lead consultant will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

PUBLIC NATURE OF PROPOSAL MATERIAL.

Responses to this Request for Proposal become the exclusive property of the City. At such times as a formal recommendation to award an agreement to one proposer is made to the awarding authority, all submittals received in response to this Request for Proposal become a matter of public record and shall be regarded as public records, with the exception of those elements in each submittal which are defined by the proposer as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the California Public Records Act. Any submittal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary," shall be regarded as non-responsive.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City may not be in a position to establish that the information that a proposer submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the City will provide the proposer who

submitted the information with reasonable notice to allow the proposer to seek protection from disclosure by a court of competent jurisdiction.

VALIDITY.

The proposer agrees to be bound by its proposal for a period of ninety (90) days commencing from the date proposals are due, during which time the City may request clarification or correction of the proposal for the purpose of evaluation. Amendments or clarifications shall not affect the remainder of the proposal, but only the portion so amended or clarified.

STANDARD AGREEMENT.

A sample agreement has been provided as Appendix B for the proposer's review and comment. If a proposer wishes to take exception to any of the terms and conditions contained in the consultant agreement, these should be identified specifically; otherwise, it will be assumed that the proposer is willing to enter into the agreement as it is written. Failure to identify contractual issues of dispute can later be the basis for the City disqualifying a proposer. Any exceptions to terms, conditions, or other requirements must be clearly stated. Otherwise, the City will consider that all items offered are in strict compliance with the RFP, and the successful proposer will be responsible for compliance. The City will consider such exceptions as part of the evaluation process, which may constitute grounds for rejection of the proposal. The agreement will not be executed by the City without first being signed by the proposer.

PERMITS AND LICENSES.

Proposer, and all of proposer's subconsultants, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates and licenses including, but not limited to, a City Business License, which will be required in connection with the performance of services hereunder.

ORAL AND WRITTEN EXPLANATIONS.

The City will not be bound by oral explanations or instructions given at any time during the review process or after the award. Oral explanations given during the review process and after award become binding only when confirmed in writing by an authorized City official. Written responses to question(s) asked by one proposer will be provided to all proposers who received this Request for Proposal.

PROPOSER'S REPRESENTATIVE.

The person signing the proposal must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.

RESTRICTIONS OR CONDITIONS BASED ON FUNDING OF PROJECT.

INSURANCE.

General liability, automobile, professional liability, and workers' compensation insurance are required in the amount set forth in the attached sample agreement.

VII. AVAILABILITY OF DOCUMENTS

In the interest of reducing waste, all appendices are available online at www.ci.benicia.ca.us Go to Community Development Department/Planning/Current Projects/Historic Context. To request hard copies of the appendices, email geleccion@ci.benicia.ca.us and they will be provided to you.

Appendices:

- A. Major Work Tasks
- B. Standard Contract
- C. Downtown Historic Conservation Plan
- D. Arsenal Historic Conversation Plan
- E. Historic Surveys, DPR 532 A and B Forms prepared by Roland-Nawi and Associates
- F. Historic Context Area Map

Additional reference available at City of Benicia: Bruegmann, Robert. *Benicia Portrait of an Early California Town: An Architectural History*