



CITY OF LYNDEN, WASHINGTON

REQUEST FOR PROPOSALS for CONSULTANT SERVICES

Lynden Historic Resource Survey & Inventory

I. GENERAL INFORMATION

The City of Lynden, a Certified Local Government (CLG), seeks to retain the services of a qualified historic preservation consultant to assist staff and the Lynden Historic Preservation Commission (LHPC) develop a broad strategy for building its Historic Preservation Program and to initiate a City-wide survey and inventory of historic resources.

II. PROJECT BACKGROUND AND GOALS

The City of Lynden became a Certified Local Government in late 2016. As the city lays the framework for its Historic Preservation Program, it would benefit from the guidance of an experienced historic preservation consultant. This consultant will help City staff and the LHPC develop a broad, high-level strategy for laying that framework and, based on that strategy, begin a reconnaissance level survey and inventory within the City limits.

The general plan and consultant guidance will help the LHPC prioritize actions and develop steps for identifying and evaluating Lynden's historic resources. The formal survey and inventory will provide invaluable information in the development of nomination procedures for inclusion onto the appropriate historic registers, for educating property owners about the program, and to help the city understand the historic value that exists in the city.

The goal of this project is to provide the City with numerous tangible resources to use as it builds its historic preservation program. These resources will include: 1) an informal strategic plan to be used by staff and the LHPC to identify and evaluate historic structures and landmarks within the City; 2) Historic Resource Inventory forms for 100+ structures that are also submitted to the Department of Archaeology and Historic Preservation (DAHP); and 3) recommendations for nominations onto the appropriate historic registers and the identification of potential historic districts within the city.

III. SCOPE OF WORK

- Project Budget:

The project budget is \$13,000. This amount is the maximum consultant reimbursement and includes all travel and *per diem* cost, as well as any associated costs.

There is a 40% match requirement for this grant to be fulfilled through staff and volunteer time. The City expects the consultant to work closely with City staff, members of the LHPC, and potentially other volunteers throughout the project.

- Project Tasks and Deliverables:

Task 1: Strategy for laying the foundation for Lynden’s Historic Preservation Program.

The selected consultant will initially meet with city staff and the LHPC to review any background research and/or maps and to strategize an effective approach to formally identify historic resources, educate the public and add eligible structures to the appropriate Historic Registers.

Task 1 Deliverables:

- Planning document submitted to the City that summarizes the proposed strategy, as developed with city staff and the LHPC.

Task 2: Reconnaissance Survey and Inventory

The consultant will conduct a reconnaissance-level survey and inventory of historic buildings, structures, objects, and sites built in or before 1968. The goal, for this grant period, is for the consultant to fill out approximately 100 HPI forms for submittal to the Department of Archaeology and Historic Preservation (DAHP). Furthermore, the consultant will compile a survey report that includes listing recommendations and will present, with the LHPC, findings to the public.

The informal plan and consultant guidance will help the LHPC prioritize actions and develop steps for identifying and evaluating Lynden’s historic resources. The formal survey and inventory will provide invaluable information in the development of nomination procedures for inclusion onto the appropriate historic registers, for educating property owners about the program, and to help the city understand the historic value that currently exists in the city.

The consultant will conduct the survey activity and produce complete inventory forms and a final Survey Report consistent with the guidelines in “Historic Property Inventory Guide and Database Use Manual” and the “Washington State Standards for Cultural Resource Reporting” published by the DAHP.

Task 2 Deliverables:

- Approximately 100 Historic Resource Inventory forms, completed at reconnaissance-level, submitted electronically to the DAHP (WISAARD database).
- Final Survey Report prepared according to standards set by the DAHP.
- Present survey/project findings at a public meeting at project completion.

IV. PROPOSED PROJECT SCHEDULE

Task	Estimated Starting Date	Estimated Completion Date
Consultant selection process	October 18, 2017	December 30, 2017
Consultant meets with staff and LHPC to develop baseline Survey and Inventory plan	January 3, 2018	
Consultant submits (to City) a report summarizing the approved strategic approach to begin the Survey and Inventory	February 7, 2018	
Consultant completes 100+ HPI forms and submits to DAHP	February 7, 2018	July 30, 2018
Draft submittal of project progress report to DAHP	May 3, 2018	
2 nd submittal of project progress report to DAHP	July 19, 2018	
Submission of Final Survey Report to City	August 31, 2018	
Presentation of Project Results at LHPC	September 5, 2018	

V. PROPOSAL SUBMISSION INSTRUCTIONS

Include the following information in your proposal:

- Firm name, address, telephone and email.
- Describe your team's approach to the project. Include a brief explanation of estimated hours for each task, how your team will be organized, and how volunteer assistance will be utilized.
 - a. Identify the project manager and all team members, as well as roles and responsibilities of each. *If your firm is selected, the City must approve any changes to the proposed project team.*
- Describe the relevant background and experience of the project team.
 - a. Provide documentation that the project manager meets the Secretary of the Interior's Professional Standards (see www.nps.gov/history/local-law/arch_stnds_9.htm)
 - b. Discuss the team's capabilities in the areas of completing survey and inventory work and producing Survey Reports consistent with the guidelines in the "Historic Property Inventory Guide and Database User Manual" and the *Washington State Standards for Cultural Resource Reporting*.
- Note your firm's ability to complete the tasks within the Proposed Project Schedule. Identify any conflicts or constraints.

- Include at least two examples of previous work authored by team members that will be responsible for writing the report and completing the HPI forms. At least one example should be a Survey Report.
- Provide at least three relevant references for your team.

Submit the proposal via email to timmerd@lyndenwa.org by **November 13, 2017 at 5:00 pm**

SELECTION PROCESS

Only complete submittals will be evaluated. Selection will be based on the consultant's professional qualifications, quality of past work, project approach, and availability. The DAHP will review the final selection.

The City of Lynden is an equal opportunity and affirmative action employer. Minority and woman-owned firms and individuals are encouraged to submit proposals. This project is funded by federal grant funds administered through the Washington State Department of Archaeology and Historic Preservation.

Direct questions to:

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Lynden History

Properties with Structures 1967 & Older

