

**REQUEST FOR PROPOSALS FOR THE “SAINT PAUL SURVEY PROJECT”  
HISTORIC SAINT PAUL, CITY OF SAINT PAUL HERITAGE PRESERVATION COMMISSION AND  
RAMSEY COUNTY HISTORICAL SOCIETY**

**CONSULTANT SERVICES FOR  
HISTORIC RESOURCES INVENTORY AND CONTEXT STUDY  
2010-2011**

**I. Project Description**

The Steering Committee that represents Historic Saint Paul, the City of Saint Paul Heritage Preservation Commission and Ramsey County Historical Society is accepting proposals from qualified consultants to complete a reconnaissance level survey and re-survey of the Frogtown, Uppertown and Phalen neighborhoods of Saint Paul (see attached map) and a context study on “Neighborhoods at the Edge of the Walking City” as funded through the Minnesota Historical Society’s Legacy Partnership Grant program. Saint Paul was surveyed on a comprehensive level for historic resources in the early 1980s; since that time small portions of the City have been surveyed at a reconnaissance level. This year’s survey will help achieve the City’s goal of continuing to document historic resources throughout the City.

The total consultant budget for the context study and survey portion of the project is \$72,500. The project is funded by a Legacy grant from the Minnesota Historical Society along with a \$20,000 match from the City of Saint Paul and funding from the National Trust for Historic Preservation. The majority of the funds are appropriated to the Minnesota Historical Society by the State of Minnesota.

All work performed shall be consistent with the National Park Service’s *Secretary of the Interior’s Standards for Archeology and Historic Preservation*, and the *Standards for Identification and Evaluation* (Federal Register, September 29, 1983, as revised, 1995) by qualified professionals meeting the Secretary of the Interior’s, *Professional Qualification Standards* (36 CFR 61, Appendix A) and the Minnesota State Historic Preservation Office’s *Guidelines for History/Architecture Projects in Minnesota* (July, 2005).

**II. Proposed Work Schedule**

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|-----------------------|---|
| August 20, 2010:      | Publication of Request for Proposals  |
| September 15, 2010:   | Proposals due by 4:30 p.m. to:<br>Carol Carey, Project Manager<br>Historic Saint Paul<br>318 Landmark Center,<br>75 West 5th Street<br>Saint Paul, MN 55102 |
| Late-September, 2010: | Contractor selected   |
| October 1, 2010:      | Pre-contract meeting with selected consultant   |

(It is expected that field work for survey data will commence late fall 2010 and that initial findings will be shared with the Survey Steering Committee by March 2011)

April 1, 2011: Draft report due to Survey Steering Committee

June 1 2011: Final deliverables due to Survey Steering Committee.

### **III. Background**

Historic Saint Paul, in partnership with the City of Saint Paul's Heritage Preservation Commission and the Ramsey County Historical Society, applied to Minnesota Historical Society's Legacy Grant program in Spring 2010. The City of Saint Paul received its CLG status in 1984. The only comprehensive historic sites survey of Saint Paul was completed in 1983 as part of a study of Saint Paul and Ramsey County. The study and report inventoried approximately 5,000 properties in the City. The report recommended that 168 properties be considered for the National Register or local designation, and identified 15 potential historic districts. National Register nominations were prepared for 100 sites, including Lowertown.

In the 1980s and the 1990s, the Saint Paul Heritage Preservation Commission (HPC) continued to study neighborhoods and districts through the use of CLG grants. The Saint Paul Architectural History Book project, published in 2006, was initiated with the first of several CLG grants.

During the 1990s, two more large historic districts were added to the existing three districts. Over 675 properties were designated within the Dayton's Bluff and Summit Avenue West Heritage Preservation Districts. In the mid-1990s, design review and HPC staffing responsibilities were moved from The Department of Planning and Economic Development (PED) to the Department of License, Inspection, and Environmental Protection (LIEP) now the Department of Safety and Inspections (DSI).

The late 1990s were marked by debates about threatened downtown properties in the Seventh Place area and the Armstrong-Quinlan house (1886). Between 1992 and 2005 only one property was locally designated in Saint Paul, the Coney Island building, which was a part of the Seventh Place debates. By 1999, there were 64 individually designated properties and approximately 2,200 properties within the Dayton's Bluff, Historic Hill, Irvine Park, Lowertown, and Summit Avenue West districts. A total of 82 properties were individually listed on the National Register of Historic Places.

In 2000, the City of Saint Paul funded The Historic Resources Survey, 1975-2000. The three-part study was conducted by consultants Carole Zellie of Landscape Research and Garneth Peterson. The objectives of the study were to evaluate and update the existing database of historic properties, develop historic contexts to guide future planning, and prepare local designation studies.

The overview of the current database of over 5,000 properties revealed that high-styled residential architecture is well-represented of inventoried properties, while some of the City's longest-settled areas have relatively few inventoried properties. Commercial areas, neighborhoods outside of downtown, and areas that developed after WWI are also under-represented. The report also notes that there are few sites inventoried on the West Side, in Frogtown, and the North End and that most of the information from the Uppertown survey was not entered into the database. The database phase concluded with

recommendations, a new designation form compatible with the statewide form, and a merging of the property data with the City's database to allow for future improvements in the use, sharing and mapping of data.

The second phase of the 2000 Survey project was the development of six context studies. The context themes were chosen because they described aspects of Saint Paul's broadest patterns of development. The six contexts are: Pioneer Houses, Transportation Corridors, Neighborhood Commercial Centers, Churches, Synagogues, and Religious Buildings, Residential Real Estate Development, and Downtown Saint Paul. While no new properties were inventoried for the context studies, the existing database properties were listed within each context study where applicable. Recommendations for designation studies were the result of the second phase.

The third phase resulted in the completion of two historic district designation studies and 15 individual designation studies. The two district studies were the Rice Park Historic District and the University-Raymond Commercial Historic District. In April of 2005, the University-Raymond Commercial Historic District was formally adopted as a local historic district and a portion of the district was certified eligible for the National Register.

The newly adopted Historic Preservation Chapter of the City's Comprehensive Plan makes recommendations for future survey work and context studies. This project is consistent with the recommendations in the chapter.

#### **IV. Project Area and Survey Design Requirements**

The project area for the 2010-2011 survey includes neighborhoods of Frogtown, Uppertown and Payne Phalen. Street level information is available on Google maps:

<http://maps.google.com/maps/ms?ie=UTF8&hl=en&msa=0&msid=109496626414707628455.000480b2239ae02bc249a&ll=44.956417,-93.099003&spn=0.053571,0.154324&t=h&z=13>

Prospective contractors are encouraged to review this as guidance for preparing their proposals.

The Frogtown area is roughly defined by Marion Street on the east, Minnehaha Avenue on the north, I-94 on the south, and Lexington Parkway on the west.

The Uppertown area is roughly defined by the area bounded by the Irvine Park Historic District on the east, I-35E on the north, Duke Street on the south, and Shepard Road on the south.

The Payne Phalen area is roughly bounded by Forest Street on the east, Maryland Avenue on the north, East 7<sup>th</sup> Street on the south, and I-35E on the west.

Additionally, a final deliverable for this project is a context study on *Neighborhoods at the Edge of the Walking City*. Please refer to the City's Historic Preservation Chapter of the City's Comprehensive Plan for additional information.

PED staff will provide the consultant with a list of the addresses, owners, and property identification numbers for each property in the survey area. The consultant will also have access to existing site files, Geographic Information Systems (GIS) shapefile or layers, and context studies throughout the duration of the contract.

The following considerations should be incorporated into the proposal:

**1. Re-assessment of Existing Survey Data**

The consultant will be responsible to review all pertinent context studies, site files, previous resource surveys, and potential historic resources in the City of Saint Paul’s files. Additional local repositories including, but not limited to, the Saint Paul Collection at the downtown public library and the Ramsey County History Museum should be utilized for the development of historic context and resources such as historic photographs prior to the beginning of fieldwork. Appropriate information from the Minnesota State Historic Preservation Office site files for this particular survey area should also be incorporated into the current project.

**2. Inference Mapping**

Prior to conducting research in the field, the consultant will be expected to work closely with PED staff to conduct inference mapping in the project area. Inference mapping harnesses the power of the City’s GIS-based knowledge of existing conditions in the project area as a way to develop strategy for how reconnaissance level survey is carried out in the field. By developing a series of leading questions, existing geographic data such as age, size, and use of structures can be sorted and mapped to help establish priorities for where survey energies should be concentrated. Consultant submissions should define how the pre-screening of spatial data will play a role in identifying and targeting historic resources and how inference mapping is best incorporated into the overall methodology and timeframe of the survey project.

**3. Significance and Integrity**

In the proposal, consultants should describe what conventions will be used for reviewing properties within the project area, how the survey will be conducted, how historic integrity and historic significance will be determined in a systematic way across the project area, what thresholds and benchmarks will be utilized, and how decision-making throughout the project will be documented.

The following criteria are established in the St. Paul Legislative Code, Chapter 73 and should be considered when preparing proposals for considering significance in properties:

**73.05 Designation of heritage preservation sites:**

**(a) *Criteria.* In considering the designation of any area, place, building, structure or similar object in the City of Saint Paul as a heritage preservation site; the commission shall apply the following criteria with respect to such designation:**

- (1) Its character, interest or value as part of the development, heritage or cultural characteristics of the City of Saint Paul, State of Minnesota, or the United States.**
- (2) Its location as a site of a significant historic event.**
- (3) Its identification with a person or persons who significantly contributed to the culture and development of the City of Saint Paul.**

**(4) Its embodiment of distinguishing characteristics of an architectural or engineering type or specimen.**

**(5) Its identification as the work of an architect, engineer, or master builder whose individual work has influenced the development of the City of Saint Paul.**

**(6) Its embodiment of elements of architectural or engineering design, detail, materials or craftsmanship which represent a significant architectural or engineering innovation.**

**(7) Its unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood, community or the City of Saint Paul**

Properties considered significant should also meet at least one of the four National Register criteria for eligibility. Further information is available in the National Register of Historic Places Bulletin, *How to Apply the National Register Criteria for Evaluation*, (1990, revised 2002).

Resources that have integrity but are less than 50 years old should be evaluated in accordance with National Register Criteria Exception G (properties that have achieved significance within the past 50 years). The St. Paul Legislative Code does not restrict potential significance by a 50-year age requirement; properties that are less than 50 years old but at least 30 years old and having exceptional integrity should also be evaluated.

#### **4. Public Meetings**

The consultant will be required to lead three (3) public meetings, each of which will be held in the project area. Consultants should propose when these meetings will occur during the project timelines, what the goals and objectives for each meeting will be, and how the substance and information at these meetings will be folded into the larger project.

#### **V. Deliverables: Contract Requirements**

The final products are an historic resources survey of the mapped area of Saint Paul that includes these neighborhoods: Frogtown, Uppertown, and Payne Phalen (see attached map), a “Neighborhoods at the Edge of the Walking City context study,” a final report making recommendations for local and National Register eligible sites, and electronic materials compatible with city systems and that can be incorporated into a web-based platform.

The final products must conform to the standards and guidelines specified in the current Minnesota SHPO’s *Guidelines for History/Architecture Projects in Minnesota* (July 2005). The survey and nominations will meet the following requirements as described below:

##### **1. Photography**

**Digital Photography Specifications.** Digital images may be used for inventory forms and reports and will be taken for all surveyed properties. Printed images should be minimally 4 inches in width by 2.66 inches in height. Four copies of all digital images will be provided on CD for submission to Survey Steering Committee and SHPO with final products. Images on the CD should have a minimum

resolution of 300 dpi. Preferred formats are JPEG or TIFF. The following information must be provided for images on the CDs of digital images:

**Creator:** Organization or person primarily responsible for the image  
**Subject:** Subject of image, e.g. inventory number and property name, address  
**File Format:** JPEG or TIFF  
**Date:** Date of image

**2. Inventory Forms.** All forms will be typed and numbered according to the established SHPO numbering system (for Ramsey County the number system is RA-SPC-xxxx; see Appendix E of SHPO Guidelines). Each form will contain an original photograph of the property using one of the two contact sheets with the sheet identification number written on back of each frame (see Appendix G of SHPO Guidelines).

Each form will also contain a property identification number (PIN) and township/range/section information for each surveyed property. Data from current SHPO inventory forms for Saint Paul should be incorporated into the inventory forms prepared by the City. Data from HPC staff historic property files must also be incorporated.

Forms will be filled out completely. UTM coordinates are also required. The consultant will prepare individual file folders on all properties that appear to meet at least one of the criteria for local and/or National Register designation. These folders will include the survey forms with photographs, location maps and all supporting documentation. All surveyed properties must have a copy of the original building permit if available.

**3. Computer Database.** The consultant shall select a database framework that will be compatible with City systems, and base the selection on best practices. The City uses ESRI, ArcGIS framework, and all final deliverables shall be compatible. All geographic data shall use Ramsey County projection which will be provided by PED staff. All survey information must be incorporated into the inventory forms. If the consultant so chooses, this can be done in the field. Properties that appear to meet at least one of the local and/or National Register criteria for designation must be surveyed.

**4. Maps.** All individual properties surveyed must be platted by site number on a plat map of the survey area. Non-contributing resources in the survey area should also be indicated on the map. Existing landmarks, potential landmarks, and potential historic districts will also be mapped, with contributing resources and potential boundaries indicated. GIS files should also be provided.

**5. Final Report.** This report must conform to the Secretary of the Interior's Standards and Guidelines for reporting identification results (see *Federal Register* pages 44721-44723), and the Minnesota SHPO's *Guidelines for History/Architecture Projects in Minnesota* (July, 2005). A statement providing the total number of properties inventoried and the total acreage surveyed must be included in the abstract or summary.

The report will include historic context/research information about the area surveyed; incorporation of existing research and context studies; historic photographs; and a current photograph of all surveyed properties that are considered eligible for city or National Register designation. The final report shall

include sections that describe the significant events, historic land use patterns, architectural styles, and people of this area.

The format and content of the final report will be further determined and approved in consultation with the Survey Steering Committee. Twelve (12) bound copies and three unbound copies will be submitted. Bound copies should be bound with a GBC binding. Three computer disk copies of the inventory database and the narrative report must also be submitted.

## **VI. Proposals**

Proposals must contain the following:

**1. Work Plan and Methodology.** An overview of the project and fully developed proposal for the work program must be included in the proposal. Applicants should describe what conventions will be used for reviewing properties within the project area, how the survey will be conducted, how historic integrity and historic significance will be determined in a systematic way across the project area, what thresholds and benchmarks will be utilized, and how decision-making throughout the project will be documented.

**2. Staffing.** Applicant(s) should note how tasks will be completed and by whom, including interaction with city staff. If submitted by a team, the proposal should include the name of the team leader, the composition of the team and their rationale for selection, and the qualifications/resumes and experience of each team member. Principal team members must meet the Secretary of the Interior's Standards Professional Qualifications as defined in the Federal Register of 9-29-83, as amended. Examples of completed work for comparable projects should be included.

**3. Budget.** The total consultant budget for the context study and completion of the survey area (see map) is \$72,500. The budget should include a cost breakdown for each of the proposed activities, project hours for each member, and a statement as to how the project will be billed.

**4. Timeline.** All proposals should indicate a beginning date, a project schedule that identifies major tasks to be accomplished and when (including revision time prior to final submission), and anticipated delivery date for the final product. The Survey Steering Committee will arrange a meeting between the staff, Minnesota Historical Society staff, and the consultant upon consultant selection to ensure that the consultant understands the project scope. **Due to the grant funding requirements, all work must be completed by the consultant by June 1, 2010.**

**5. References.** Please include projects, names, addresses, and telephone numbers of references.

## **VII. Submission of Proposals**

**Six (6) copies of the proposal in an 8 1/2" x 11" format must be received no later than the close of the business day September 15, 2010 (4:30 p.m.)**

**Proposals should be submitted to:**

Carol Carey, Project Manager  
Historic Saint Paul  
318 Landmark Center,  
75 West 5th Street  
Saint Paul, MN 55102

Late or incomplete proposals will not be considered. The contractor or an authorized member of the team must sign the proposal. Prices and terms of the proposal must be valid for the duration of the contract.

**VIII. Selection of Consultant**

The Steering Committee will review all proposals. Finalists may be contacted for an interview. The Steering Committee will make the selection of the consultant. Criteria used in the evaluation of the proposals will include, but are not limited to, the following:

- Quality, completeness, and clarity of proposal and methodology
- Demonstrated understanding of the project area and requirements
- Organization, management, and technical approach to the project
- Demonstrated experience in technical expertise required to complete the project
- Demonstrated ability in terms of staffing capacity to complete project by June 1, 2011
- Staff qualifications and experience
- Demonstration of capacity to successfully complete the project
- Itemization and allocation of resources in relation to the tasks outlined in the proposed project scope
- Cost to provide the requested services and deliverables
- Review of references
- Proof of insurance will be required

Request for Proposals does not obligate the City of Saint Paul to complete the project; the City reserves the right to cancel the project if such a cancellation is considered to be in the City's best interest.

Information about the previous survey information, previous context studies, the preservation ordinance, and a list of locally designated properties is available through the City of Saint Paul's Heritage Preservation Commission. All questions regarding this RFP should be directed, **in written form only**, to:

Carol Carey, Project Manager  
Historic Saint Paul  
318 Landmark Center,  
75 West 5th Street  
Saint Paul, MN 55102

E-mail address: [ccarey@historicsaintpaul.org](mailto:ccarey@historicsaintpaul.org)

All questions regarding this request for proposal are due no later than September 7, 2010. The department contact cannot vary the terms of the RFP.