



**Request for Proposal
Omaha Historic Preservation Design Guidelines
Omaha Nebraska**

THE CITY OF OMAHA CERTIFIED LOCAL GOVERNMENT (OMAHA CLG) in cooperation with HISTORY NEBRASKA (HN) contemplates award of an Agreement resulting from this Request for Proposal (RFP).

- I. **PURPOSE:** This RFP provides prospective applicants with information sufficient to prepare and submit proposals for consideration by the OMAHA CLG and HN for completion of the project outlined.
- II. **SCOPE:** The City is requesting proposals from qualified preservation consultants to complete the Omaha Historic Preservation Design Guidelines.
- III. **INVITATION TO SUBMIT PROPOSALS:** Interested Parties are invited to submit a complete proposal for consideration in accordance with the policies, procedures, and dates as set forth herein. **All applicants for this proposal must submit at least three hard copies of their proposal, plus an electronic file.** The RFP contains instructions governing the proposals and materials to be included therein, mandatory requirements which must be met to be eligible for consideration, and other requirements to be met by each applicant’s proposal. The City will not provide compensation or defray any costs incurred by the applicant related to the proposal.
- IV. **FUNDING:** This project will be funded in part by a sub-grant from the Nebraska State Historic Preservation Office (SHPO). Funding for the RFP scope of work is contingent upon the availability of CLG grant funding. The Omaha CLG will select a contractor based on the terms of this RFP and pursue grant funding for the FY 2020- 2021 CLG grant cycle. The project may be phased over multiple grant cycles if deemed necessary to provide an adequate budget. *The Omaha CLG does not guarantee that funds will be available.*

V. SCHEDULE OF ACTIVITIES:	DEADLINE:
A. Date of this RFP	March 9, 2020
B. Proposal Submission	April 22, 2020
C. Contractor selected	May 20, 2020
D. Application for Funding	Approx. April 1, 2020
E. Notice of Grant Award	Approx. May 15, 2020
F. Approval of Funding	Approx. June 15, 2020
G. Agreement Finalized	Approx. July 15, 2020
H. Agreement Period – Begin on or about	Approx. August 1, 2020
I. Agreement Period – End	May 31, 2021

VI. **INQUIRIES:** Prospective applicants may make inquiries concerning this RFP to obtain clarification of requirements. All inquiries should be directed to:

<p>Jed Moulton Omaha City Planning Department Room 1110 1819 Farnam Street Omaha, Nebraska 68183 (402) 444-5150 x2064 jed.moulton@cityofomaha.org</p>	OR	<p>Kelli Bacon Nebraska State Historic Preservation Office 1500 R St Lincoln, Nebraska 68508 (402) 471-4766 kelli.bacon@nebraska.gov</p>
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VII. GENERAL WORK PROGRAM:

A. INTRODUCTION:

Services are to include all work necessary to develop a detailed, cohesive set of city-wide historic preservation design guidelines intended to continue and advance preservation of the City's historic resources in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties. The final product will assist property owners and applicants in project planning and serve to standardize the information used for decision making.

Services to be performed will include the following: 1) help identify the City's level of need for design guidelines; 2) review and analyze existing policy for possible inclusion and for consistency with all applicable local, state, and federal laws, guidelines, requirements, etc.; 3) coordinate community input by facilitating public meetings (number of meeting to be determined); 4) informational presentation to the Landmarks Heritage Preservation Commission (LHPC); 5) propose as necessary updated administrative review guidelines; and 6) other activities and services associated with full development of the guidelines.

Additional information on the city's preservation program can be found at <https://landmark.cityofomaha.org/preservation-program>.

B. BACKGROUND

The City of Omaha has transformed and multiplied exponentially since its beginnings as a frontier town in 1854. It has been influenced by the trends and technology concurrent with each distinctive era. At its onset the city was small, but began to evolve as it expanded outward from its epicenter at the base of the Missouri River. The transportation of goods was an early influencer, primarily served by river and rail, and supplemented only by horse drawn carriages. Transportation and westward expansion were integral to the developmental form of the city and are expressed in the patterns of its built environment.

Noteworthy events and industry have transformed this early frontier town into a metropolitan. The distinguished Union Stockyards Company began in 1883 and became one of the largest terminal meatpacking centers in the country, until the mid-twentieth century when it became the largest. Omaha hosted the Trans-Mississippi Exposition in 1898, which turned out to be grand spectacle on a former cornfield, fairgrounds, and racetrack. The Lincoln Highway was the first transcontinental road for automobiles in the United States, dedicated in 1913 and making its way straight through the City of Omaha. As early as 1869, Omaha saw the construction of its Streetcar System, which underwent several upgrades and transitions to maintain pace with technology and offer its citizens the latest in what this new mode of transportation could achieve.

In 1977, the Omaha City Council took steps to support the preservation movement with the adoption of the Landmarks Heritage Preservation Ordinance, the first comprehensive preservation ordinance in Nebraska. That same ordinance provided for the creation of the Landmarks Heritage Preservation Commission (LHPC). All local individual landmarks and historic districts designated under this ordinance must adhere to the Secretary of the Interior Standards for the Treatment of Historic Properties for work undertaken by way of a Certificate of Approval (COA). In 1985, the City of Omaha became a Certified Local Government (CLG).



C. SIGNIFICANCE AND PURPOSE

The City is in need of city-wide historic preservation design guidelines to support preservation while maintaining a balance between it and the growth and continued development of the city.

Omaha is experiencing an unprecedented amount of infill, redevelopment, and rehabilitation in its older neighborhoods paralleling national trends for more urban areas. As a result, staff receives frequent requests for property data and requirements for Omaha Landmarks and Historic Districts. With each inquiry staff must compile relevant guidance from the Secretary of the Interior's Standards specific to that project. Without a comprehensive plan, staff cautions it is purely feedback due to the varying nature of each project and circumstances specific to that individual property, site, or district. The objective is to formulate an accessible, easy to read document to inform citizens on project development. The guidelines should serve to outline relevant requirements specific to a variety of scenarios.

Of note is Omaha's expansive footprint with historic resources dispersed throughout, an alternative to many cities with the typical downtown main street with resources clustered together. Therefore, the guidelines should be of a broader nature to account for our natural and built environment.

The City has conducted numerous surveys since its CLG certification, which should be adequate for the consultant to establish the foundation for the project. Little survey work is anticipated prior to the guidelines development. *A Comprehensive Program for Historic Preservation in Omaha* (1980) provides a thorough city history along with data on significance resources. Nineteen neighborhood surveys have been conducted plus a few miscellaneous data collection efforts. The *Omaha Historic Streetcar System* (2017) researched the city's original streetcar lines, technology, and associated commercial areas that either expanded due to the presence of the streetcar or developed as a direct result of the line.

D. OBJECTIVES

Critical to the development of city-wide design guidelines is its conformance to the Secretary of the Interior's Standards while meeting the needs of the City and its diverse resources. The guidelines need to be applicable in a variety of scenarios and account for multiple project types. For staff, they should be easily referenced for applicants seeking chapter sections on project planning or for LHPC reports on recommendations for work type conformance.

Topics should generally include, but not be limited to:

- 1) The Secretary of the Interior's Standards for the Treatment of Historic Properties: Rehabilitation.
- 2) Sections similar to The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings.
- 3) Sections/chapters should include:
 - i. Omaha Municipal Code on Landmarks, role of the Landmarks Heritage Preservation Commission (LHPC), and COA application work types.
 - ii. Treatment of historic properties and features (such as siding, roofs, windows, doors, eaves, chimneys, entrances, porches, decks).
 - iii. Historic materials.
 - iv. Alterations and additions. (Residential vs. Commercial)
 - v. Infill and new construction. (Residential vs. Commercial)
 - vi. Neighborhood/district setting, site, fences, garages, carriage houses, parking, lighting, and landscaping. (Residential vs. Commercial)
 - vii. Storefronts, signage, canopies, and awnings.
 - viii. Public right-of-way (such as brick streets, lighting, street furniture, fountains, planters).
 - i. Code-required work, Life-Safety, and Accessibility. (Residential vs. Commercial)
 - ii. Sustainability and energy efficiency (such as natural hazards, lead paint, solar technology, weatherization, green roofs). (Residential vs. Commercial)
- 2) Chapters/appendices to include existing historic districts and other adopted guidelines.



E. COMPONENTS

Responses to this RFP should include budgeted scopes of work including the following:

- 1) All work necessary to administer and complete the city-wide design guidelines in line with the objectives noted above and other details within this RFP.
- 2) Preparation of drafts and the final product.
- 3) Management of public engagement meetings to solicit feedback and inform on the project. (The number of meetings to be specified by the consultant in the submittal)
- 4) Presentation to the Omaha Landmarks Heritage Preservation Commission (LHPC).
- 5) Graphics and illustrations included to adequately convey the guidelines objectives.
- 6) Revisions requested by Omaha CLG and SHPO.
- 7) Travel costs for the number of trips felt necessary by the consultant to complete the project.

**Note: The proposed scope of work described herein is preliminary. The exact details of the scope of work will be developed in subsequent negotiations once a contractor is selected.*

**Final deliverables shall include a complete copy in both electronic and hard copy format, plus a program file with direct access to the body of the document with editing rights.*

F. QUALIFICATIONS

In addition to the selection criteria as stated in section XVI, the RFP qualifications shall also address:

- 1) How you meet the Professional Qualification Standards (36 CFR Part 61).
- 2) Previous experience preparing historic preservation design guidelines for other cities;
- 3) Expertise in conducting public meetings;
- 4) Expertise in developing graphics and illustrations for these or other similar documents;
- 5) Professional references for previous municipal, state or federal clients.

VIII. CONTRACT REQUIREMENTS:

- A. Proprietary Information:** The investigator and employees shall not release information acquired by conduct of this research to any news media, publication, organization or individual without prior written approval of the Omaha CLG. This requirement shall be nullified on written acceptance of the final report by the Omaha CLG, or on formal termination of the contract. All documents developed during the course of this research will become the property of the Omaha CLG.
- B. Communication:** The contractor shall meet with SHPO and Omaha CLG staff at least twice during the contract period on a schedule agreed on by SHPO staff, Omaha CLG staff and contractor. Additional meetings may be held as necessary. This requirement may be waived upon mutual agreement.

IX. PROJECT BUDGET

- A.** The contract proposal should be presented as a fixed fee. The final amount of the contract is dependent upon the bids received, but shall not exceed that of \$64,000.

This project will receive funds from the U.S. Department of the Interior, National Park Service. The budget is contingent on receiving the full requested amount from the SHPO.

Consultant rates shall not exceed the maximum daily rate of compensation in the Federal Civil Service equal to 120 percent of a GS-15, Step 10 salary. <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2020/general-schedule/>

- B.** Up to 80% of the federal share in reimbursement for this project may be paid within 30 days of receipt of a copy of an acceptable invoice. The contractor may elect to phase Payment Requests on a periodic basis, but not more frequently than once a month. If phased Payment Requests are requested, the contractor may request no more than 80% of total allowable costs for that period.



Reimbursement may be retained pending submission of any overdue products, obligations or other material specified in the Work Program.

- C. Allowable costs shall be those costs documented to the satisfaction of the HN in accordance with Office of Management and Budget Circular A-87 (or, for educational institutions, Circular A-21; nonprofit organizations, Circular A-122); and the National Park Service's **National Register Programs Guideline**, NPS-49, and which are determined to:
 - 1) Meet federal requirements for the program;
 - 2) Be necessary and reasonable for completion of project work and;
 - 3) Have been incurred for project work during the period of the agreement.

- D. The applicant shall submit a detailed project budget which shall include, but is not limited to:
 - 1) Personnel: salaries, wages, and fringe benefits specified
 - 2) Supplies and materials
 - 3) Equipment
 - 4) Travel
 - 5) Contractual services (if any)
 - 6) Indirect costs (if the applicant has an indirect cost rate approved by a federal agency subject to the applicable cost principles of the appropriate OMB Circulars). A copy of the indirect cost rate agreement will be requested.
 - 7) Other (i.e. photography and printing: be specific).

X. PROPOSAL SUBMISSION:

- A. Proposals must be received by 5:00 PM (CT) April 22nd, 2020, in both an electronic and paper file.

Electronic files may be emailed or sent via file share to ivy.freitag@cityofomaha.org.

Three (3) bound paper copies must be delivered by certified mail or commercial carrier service with return receipt to:

Ms. Freitag
Omaha City Planning Department, Room 1110
1819 Farnam Street
Omaha, NE 68183

- B. The proposal must be sealed in a package, clearly marked with the following information outside:
 - 1) Applicant name;
 - 2) Title of this RFP; and
 - 3) Date and time proposal is due.

- C. It is the responsibility of the applicant to ensure the proposal arrives at the Omaha CLG on time. Verbal proposals, proposals made by telephone or FAX, and late proposals will not be accepted.

XI. AWARD OF PROPOSAL:

- A. Award will be made to the applicant whose proposal, conforming to this RFP, will be most advantageous to the City of Omaha, price and other factors considered.

- B. **The City of Omaha reserves the right to award a contract on other than the lowest-price basis if a higher priced proposal is rated higher in quality than any other and the higher quality performance is considered vital to successful completion of this project.** Each proposal shall contain all cost information deemed necessary to perform this requirement. This request does not commit the City of Omaha to award a contract nor pay any costs incurred in the submission of a proposal. Bids will be



evaluated and contract(s) awarded in compliance with Nebraska Statutes. Section 81-161 of the State Purchasing Act reads as follows:

- 81-161. Competitive bids; award to lowest responsible bidder; elements considered. All purchases, leases, or contracts which by law are required to be based on competitive bids shall be made to the lowest bidder, taking into consideration the best interests of the State, the quality or performance of the articles or property proposed to be supplied, their conformity with specifications, the purposes for which required, and the time of delivery. In determining the lowest responsible bidder, in addition to price, the following elements shall be given consideration:*
- A. The ability, capacity and skill of the bidder to perform the contract required;*
 - B. The character, integrity, reputation, judgment, experience and efficiency of the bidder;*
 - C. Whether the bidder can perform the contract within the time specified;*
 - D. The quality of performance of previous contracts;*
 - E. The previous and existing compliance by the bidder with laws relating to the contract;*
 - F. The life-cost of the article or property in relation to the purchase price and specific use of the item;*
 - G. The performance of the article or property, taking into consideration any commonly accepted tests and standards of product usability and user requirements;*
 - H. The efficiency ratio as stated by the bidder for alternative choices of appliances or equipment;*
 - I. When deemed applicable . . . each bidder will furnish life cycle costs between alternatives for all classes of equipment, evidence of expected life, repair and maintenance costs, and energy consumption on a per year basis; and*
 - J. Such other information as may be secured having a bearing on the decision to award the contract.*

NOTE: Some of the above items may not be applicable to this project.

XII. REJECTION OF PROPOSALS:

The Omaha CLG reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any or all portions of the proposal if it is deemed to be in the best interest of the Omaha CLG and the HN to do so. The Omaha CLG and the HN have final discretion to all matters related to this RFP.

XIII. INCURRED COSTS:

The Omaha CLG and the HN are not liable for costs incurred by applicants prior to issuance of an ensuing agreement and, or outside the agreement period.

XIV. ACCEPTANCE OF PROPOSAL CONTENT:

The contents of this RFP and any or all portions of the successful applicant's proposal will become contractual obligations upon contractor selection and signed agreement. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

XV. RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFP becomes the property of the Omaha CLG. At the discretion of the Omaha CLG, responses may be reviewed by any person at proposal opening and upon contractor selection. Any restriction on the use of data contained within a proposal must be clearly stated in the proposal itself. Information submitted in response to this RFP will be treated in accordance with all applicable regulations. The Omaha CLG has the right to use any or all information presented in a reply to this proposal. Rejection of an application does not eliminate this right.

XVI. EVALUATION AND SELECTION CRITERIA:

- A.** Responses to this RFP will be evaluated by Omaha CLG and SHPO staff.



- B. Award Factors:** Proposals will be evaluated using the criteria below. The relative importance of each factor is indicated by the number of points in parentheses. The evaluation criteria are part of a 200-point scale, with up to 50 additional points possible for cost factors (see 5. below).

References relevant to similar, successfully completed projects should be included in the proposal. Failure to include references will be judged accordingly.

1) Technical excellence (70 points)

- a) Demonstrated evidence of technical capability to meet the total project requirements (15 points);
- b) Adequacy of stated methodology and recording techniques consistent with current survey standards (15 points);
- c) Demonstrated understanding of and familiarity with the Secretary of Interior's Standards for Archeology and Historic Preservation, National Register Criteria for Evaluation, and completion of National Register nominations (15 points).
- d) Demonstrated understanding of and familiarity with the types of resources to be surveyed/evaluated (20 points);
- e) Demonstrated understanding of PC systems and databases (5 points).

2) Qualifications and Experience (50 points)

- a) Educational and/or pertinent related work experience of Principal Investigator and/or Field Supervisors (15 points).
- b) Educational and/or pertinent related work experience of crew chiefs or other key personnel (10 points).
- c) Demonstrated writing ability and/or publication record of the Principal Investigator for research of a similar nature (25 points).

3) Management (50 points)

- a) Realism of workforce, material and logistics estimates required to accomplish the work in a timely and cost-effective manner (15 points).
- b) Access to administrative personnel with capabilities to effectively administer all federal grant requirements, financial and contract provisions (10 points).
- c) Adequacy and appropriateness of estimates (10 points).
- d) Adequacy of planning and scheduling (15 points).

4) Performance Factors (50 points)

- a) Offeror's record of meeting requirements of similar contracts (10 points).
- b) Ability to assemble the required project expertise (20 points).
- c) Offeror's experience in the geographic area (10 points).

5) Cost:

Bids will be evaluated to determine reasonableness, but this will not be a factor unless more than one offeror is considered for award where both or all are determined to be essentially equal technically. In this case, a cost factor will be incorporated into the award as follows:

- a) Applicant providing the lowest cost proposal bid amount will be assigned a maximum *15 additional points*.
- b) Review of the project budget (**see Section IX.**) will be used to evaluate this factor.

- C. Negotiations:** Negotiations may be conducted with all offerors in the competitive range to the extent time will permit. The competitive range establishes the minimum points possible an offeror could receive and still be reasonably expected to accomplish the requirements of the project. If proposals



within the competitive range are all determined to be technically acceptable, award of the contract may or may not be made to the offeror with the lowest price proposal in the group.

XVII. CONTRACT PROVISIONS:

- A.** The Omaha CLG reserves the right to incorporate standard contract provisions into any Agreement ensuing from a proposal submitted in response to this RFP. Standard contract provisions, including appropriate state and federal administrative conditions, cost standards, and assurances are included in the HN Grants and Contracts Manual. **Applicants must include a statement in the proposal to acknowledge** (1) applicant has received a copy of the Grants and Contracts Manual, and (2) applicant is familiar with the terms and conditions of the standard agreement and contract provisions, federal historic preservation grant support, the requirements for reimbursement, and the necessary documentation as discussed therein.
- B.** The applicant agrees to comply with all applicable federal and state laws, regulations, policies, guidelines, and requirements concerning equal opportunity, affirmative action and fair employment practices. All activities assisted under this application shall comply with provisions of Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1975, which provides that no person on the grounds of race, color, national origin, age, or handicap shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under a program or activity receiving federal financial assistance. **The applicant shall submit an executed DI Form 1350 "Assurance of Compliance" with submission of a proposal.**
- C.** The applicant must also certify that neither contractor, principal, or key employee(s) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in federal procurement or nonprocurement programs; the applicant must certify drug-free workplace requirements and lobbying requirements. **The applicant shall submit an executed DI Form 2010 with submission of a proposal.**

XVIII. NOTICE: This program receives federal funds from the U.S. Department of the Interior, National Park Service.

The Program Fraud Civil Remedies Act of 1986 contains legal remedies for use in investigating and prosecuting false claims or false statements made by any recipient of money, property, or service from the Department of the Interior under a contract, grant, or loan. The Department's regulations that implement the act are codified in 43 CFR 35. All instances of misrepresentation by false, fictitious or fraudulent claim, or any omission of a material fact, made with respect to a claim, contract of proposal for contract under this project will be subject to administrative rules and remedies of the act.

Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental federally assisted programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127

The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance is binding on the applicant, its successors, transferees, and assignees, and on the authorized official (or individual applicant, as appropriate) whose signature appears thereby.