

## **Request for Proposals City of Northville Historic District Design Guidelines**

The City of Northville is a Certified Local Government, and contains a Historic District that is listed in the National Register of Historic Places and is also a designated Local Historic District. Northville’s Historic District Design [Guidelines](#) were last updated in 1999. The Guidelines have proven to be outdated and inadequate. Deficiencies include omission of newer and environmentally sustainable materials, confusing presentation of the Secretary of the Interior’s Standards for Rehabilitation and Northville’s design guidelines that contribute to misunderstanding of the criteria, and what Standards and guidelines may apply to a resource, among others. In short, the 1999 design guidelines are difficult to access, navigate, understand, and apply in their current form. As such, the City of Northville is seeking to create a new design guidelines manual.

The City of Northville seeks proposals from 36 C.F.R. Part 61 qualified consultants that meet the professional qualifications for “architectural historian” and/or “historical architect” to prepare an updated set of design guidelines for the Northville Historic District. Please visit [www.ci.northville.mi.us](http://www.ci.northville.mi.us) to obtain a copy of the Request for Proposals (RFP) for this work. The RFP document more fully describes the project, the required products, and project schedule. The RFP document is also available at [www.bidnetdirect.com](http://www.bidnetdirect.com). If you are not registered with BidNet, visit their website and select “vendor registration,” or call 800-835-4603. There is a free registration option.

Questions about the project may be submitted via e-mail to Sally Elmiger, City Planner, at [selmiger@cwaplan.com](mailto:selmiger@cwaplan.com) by **November 1, 2022 at 4:00pm**. Questions must be in writing. Phone calls will not be accepted. Questions submitted by this date and time will be answered, in writing, and available on the BidNet website, and the City of Northville website.

One (1) electronic copy on thumb drive and five (5) paper copies of the proposal must be delivered to the Clerk’s office in a sealed envelope labeled “City of Northville Design Guidelines Update.” Proposals must be received by the City Clerk’s Office at the address below **no later than 12:00 p.m. noon on November 15, 2022**. Faxed and e-mailed proposals will not be accepted.

**Deliver proposals to:**  
City Clerk’s Office  
City of Northville  
215 W. Main Street  
Northville, Michigan, 48167

The City of Northville reserves the right to postpone the proposal opening for its own convenience. The City of Northville also reserves the right to waive any irregularity or informality in the proposals, to reject any and/or all proposals, in whole or in part, or to award any contract to other than the low bidder, pending SHPO approval, should it be deemed in its best interest to do so.

Dated: 10/13/2022

DIANNE MASSA, CMC, MiPMC, CITY CLERK