

Northville Historic District Design Guidelines Update Request for Proposals

Introduction

The City of Northville is a Certified Local Government (CLG) and contains a Historic District that is listed in the National Register of Historic Places and is a designated local historic district. Northville originally received designation as a local historic district in 1972, one of the first in Michigan. The City completed an intensive-level Historic District survey in 2019, and updated the district boundaries. The District includes over 400 residential and commercial resources, including large historic park areas.

Northville's Historic District Design [Guidelines](#) were last updated in 1999. Since that time, the Historic District Commission (HDC) has reviewed hundreds of requests for repairs, alterations, additions, and some moving and demolition requests. The Guidelines have proven to be outdated and inadequate.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 current form. As such, the City of Northville is seeking to create a new design guidelines manual.

The changes in building and construction materials and techniques since the current guidelines were developed also means that many HDC requests are not covered in the content of the existing document. Environmental concerns have led to requests for solar panels, window replacement, and more energy efficient materials. While the information contained in the existing guidelines can be used as a base for the updated document, designing a user-friendly guidelines manual with updated content will help the HDC and property owners navigate proposed work, challenging maintenance issues, and repurposing strategies. The ability to cross-reference individual properties from the intensive-level survey will also offer a valuable tool to the community. New guidelines may also prompt creative and practical preservation approaches and help with disaster preparedness and adaptive reuse.

National Park Service Funding Notice

This project is partially funded by a federal grant fund through the Michigan Strategic Fund (MSF), Michigan State Historic Preservation Office (SHPO), as authorized by the United States Department of the Interior. Compliance with all applicable federal, state and local laws, rules and regulations is required. This project is subject to a contract between the State of Michigan and the City of Northville.

The activity that is the subject of this project has been financed in part with Federal funds from the National Park Service, U. S. Department of the Interior, through the Michigan Strategic Fund, Michigan State Historic Preservation Office. However, the contents and opinions herein do not necessarily reflect the views or policies of the Department of the Interior or the Michigan Strategic Fund, Michigan State Historic Preservation Office, nor does the mention of trade names or commercial products herein constitute endorsement or recommendation by the Department of the Interior or the Michigan Strategic Fund, Michigan State Historic Preservation Office.

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U. S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, sex, marital status, or disability. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

Chief, Office of Equal Opportunity Programs
United States Department of the Interior National Park Service
1849 C Street, NW, MS-2740
Washington, DC 20240

Request for Proposals

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, as detailed in the Scope of Work below.

This project is being funded, in part, by a federal grant through the Michigan Strategic Fund, Michigan State Historic Preservation Office (SHPO). The project is subject to a contract between the State of Michigan and City of Northville. As a result, SHPO will approve the consultant chosen for the project, and the City and consultant will work with SHPO staff, as required by the grant, to develop the guidelines.

Scope of Work

Overview: The objective of this project is to prepare an updated historic district design guidelines manual (the “Guidelines”) for Northville’s Historic District. The final content must be in compliance with the U.S. Secretary of the Interior’s Standards and Guidelines for Rehabilitating Historic Buildings.

Objectives, Requirements, Deliverables, Project Completion Report and Reimbursement Request

A. General Objectives.

1. The qualified consultant will develop Guidelines that will equip the City of Northville and the Northville Historic District Commission (the “HDC”) with the tools necessary to perform their duties in a consistent, defensible manner in an environment where development pressures are substantial and ongoing. The final content of the Guidelines will comply with the Secretary of the Interior’s Standards and Guidelines for Rehabilitating Historic Buildings, National Park Service Preservation Briefs, and related technical guidance and will be determined based on the needs of the City of Northville and through consultation with SHPO staff.
2. Consultant Meetings.
 - a. **Project Initiation Meeting.** The Consultant will meet with the City of Northville’s staff, SHPO staff, and other local representatives to discuss project goals methodology, timelines, and intended outcomes. The City of Northville will also provide the Consultant with an understanding of current issues encountered in the City of Northville. This meeting shall be held in the City or as a virtual meeting as determined in consultation with the City.

- b. Community Engagement Meetings.**

 - i. The Consultant will hold one (1) community engagement meeting in the City at the beginning of the project to acquaint public officials and the public with the project goals. The purpose of the meeting will be to provide the public and the HDC with an overview of historic preservation principles, explain the purpose of the project, describe the project approach and timeline, and solicit both feedback from the HDC members and the public about the project and issues affecting historic preservation activities in the City. The format and content of the meeting shall be discussed and approved by both the City of Northville and SHPO staff prior to any coordination and scheduling of the meeting. The meeting will be supplemented by the City of Northville's sharing of project information on the City of Northville's website, social media accounts, e-mails, and direct mailings as determined appropriate by the City of Northville.
 - ii. The Consultant will attend a regularly-scheduled HDC meeting to present the Revised Draft of the Guidelines Document (Deliverable #2 described in A5(b) below) to the Commissioners after SHPO has reviewed and provided comments on this draft. The purpose of this meeting is to gather Commissioner comments on the draft.
 - iii. Following a public review period, the Consultant will hold a meeting in the City at the end of the Project, during a regularly-scheduled HDC meeting, to present the proposed final draft of the Guidelines to the HDC and the public, and receive input and answer questions on the project.
 - iv. The Consultant will hold a meeting with the City of Northville's City Council at the end of the project, to present the proposed Guidelines document and to answer questions on the project.
 - v. The consultant will hold a training session for Historic District Commissioners at a regularly-scheduled meeting, as described in A(4) below.
 - vi. The Consultant will coordinate and consult with local representatives, HDC commissioners, and other community stakeholders as necessary to complete the activities described in this section.
- c. Review Meeting(s).** As needed after the submission of each deliverable, the Consultant will meet virtually with the City of Northville and SHPO to discuss comments and make needed adjustments to elements such as formatting, content, and illustrations, as agreed to by the City of Northville and SHPO.
- d. Contract Closeout Meeting.** The Consultant will meet with City of Northville staff and SHPO staff to review the completed project and discuss lessons learned during the project. Any necessary information to close-out the grant will be provided by the Consultant at the time of this meeting.
- e.** Any meeting referenced above may be held, at the discretion of the City of Northville and SHPO, electronically or in-person so long they are in compliance with all applicable Executive Orders issued by the Governor, and the Open Meetings Act.
- 3. Project.** Information gathered during research, review of existing guidelines, visual inspection of resources in the City, and meetings will be used to create the Guidelines which appropriately address design issues in the City of Northville's local historic districts. All content included in the Guidelines must be compatible with the Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings, all applicable Preservation Briefs, and prevailing guidance from SHPO staff and the City of Northville.

- a. **Research.** Undertake review of the City of Northville’s codes and ordinances, files, master plans, surveys, existing guidelines, design review cases, and inventories in the possession of the City of Northville. City of Northville staff will work with the Consultant to provide access to files and records as appropriate.
- b. **Field Review.** Visit and photograph properties throughout the City of Northville’s local historic districts to understand design issues and capture examples of architectural styles, character-defining features, and both appropriate and inappropriate changes to properties over time. Photographs will be clear and well-composed to appropriately illustrate important concepts in the Guidelines and will be high resolution and suitable for inclusion in the final deliverables. Multiple field sessions may be necessary. Photographs from the City of Northville’s recently completed historic resource survey update may also be used, as determined appropriate by the Consultant.
- c. **Design Guidelines Document.** The primary project deliverable is the Guidelines document. The final document should be cohesive, attractive, and user-friendly in presentation and content, with a focus on providing consistent, appropriate information to the City of Northville, HDC commissioners, property owners, architects, contractors, and others that work with locally designated historic properties in the City.
 - i. **Format.** The Guidelines will be written in a clear and concise style that is easy for a layperson to understand. The text of the Guidelines will, as appropriate, be accompanied by charts, tables, and graphs and will be thoroughly illustrated with photographs, drawings, and other illustrations to convey important design concepts. Drawings and illustrations may be either original creations or used with permission from other sources if they are appropriately credited. Print-ready and digital versions of the design guidelines will be developed in a software (e.g., Microsoft Word, Microsoft Publisher, or Adobe InDesign) agreed upon by the City of Northville and SHPO.
 - ii. **Content.** The final organization of the Guidelines will be developed and agreed upon by the Consultant, City of Northville, and SHPO. At a minimum, the Guidelines will include the following content:
 - a. Cover Page
 - b. Title page with federal funding credits and disclaimers
 - c. Table of Contents
 - d. Introduction, acknowledgements, and project statement
 - e. Role of historic preservation in the local community and the role of design guidelines in supporting preservation activities
 - f. A summary of historic preservation efforts in the City
 - g. A summary of the Secretary of the Interior’s Standards for Rehabilitation and related technical guidance, including their application in design review
 - h. Explanation of City of Northville’s design review process, including levels of review (e.g., minor classifications of work), potential outcomes, timelines, and appeal processes
 - i. Identification of important concepts such as character-defining features, massing, scale, orientation, visibility, ordinary maintenance, rehabilitation, and contributing and non-contributing status

- j. Comprehensive design guidelines for rehabilitation, new construction, outbuildings, additions, demolition, demolition by neglect, moving of properties, and site features/streetscape elements
- k. Links and resources for property owners
- l. Appendix materials will be included as determined relevant by the City of Northville and SHPO and may include, for example:
 - i. Overview of common architectural styles in the City
 - ii. Inventory and maps of the City of Northville's local historic district
 - iii. Information on preservation incentives

To enhance the long-term utility of the document, the Guidelines should include relevant discussion of considerations regarding the use of alternative materials and new technologies in sections throughout the document, as appropriate. The means of incorporating such information into the document will be as agreed upon by the City of Northville and SHPO.

- 4. Historic District Training. In coordination with the completion of the project, the Consultant will provide training to the HDC on the updated Guidelines. Training will provide a “walkthrough” of the Guidelines through a visual presentation (e.g., PowerPoint), including guidance on how the Guidelines relate to decision-making processes of the HDC. The format and content of the training will be agreed upon by the Consultant, City of Northville and SHPO, but is anticipated to include a discussion of significant updates, a discussion of applicability of each section and major components of the Guidelines, and a discussion of best practice approaches.
- 5. Deliverables. Project progress will be measured in accordance with the following deliverables submitted as provided in the Performance Schedule.
 - a. **Deliverable #1 – Outline of the Guidelines Document and Draft Guidelines Section.** The Consultant will prepare and submit to SHPO and the City of Northville an outline of the information intended for inclusion in the Guidelines document. The outline should contain section headings accompanied by a short summary detailed enough to allow for an understanding of the proposed organization, structure, and broad content of the document. A draft for a single section of the Guidelines (e.g., roofs, storefronts, or windows) will also be submitted, to include a rough draft of proposed text and sufficient illustrations to allow for an understanding of how information is anticipated to be presented in each section of the full document. This deliverable will include:
 - i. One (1) editable electronic version (e.g., Microsoft Word) of the drafts of the outline and the Guidelines section; and
 - ii. One (1) electronic version (i.e., Portable Document Format (PDF)) of the drafts of the outline and Guidelines section
 - b. **Deliverable #2 – First Draft of the Guidelines Document.** The Consultant will prepare and submit to SHPO and the City of Northville a complete first draft of the Guidelines document. This draft should be substantially complete and, at minimum, all elements of the document, as described in Section A(3)(c)(ii)(a-l) above, must be included with this submission. This draft should include proposed text, photographs, illustrations, captions, and other such information in the proposed formatting to allow for a full understanding of the intended final document. This deliverable will include:

- i. One (1) editable electronic version (e.g., Microsoft Word) of the draft Guidelines document; and
 - ii. One (1) electronic version (i.e., PDF) of the draft Guidelines document
- c. **Deliverable #3 – Revised Draft of the Guidelines Document.** The Consultant will prepare and submit to SHPO and the City of Northville a revised draft of the Guidelines document. This draft should be a complete draft and must address all comments received from SHPO and the City of Northville from the first draft provided in Deliverable #2. All components of the Guidelines document must be included with this submission, inclusive of appendix materials. This deliverable will include:
- i. One (1) editable electronic version (e.g., Microsoft Word) of the revised draft Guidelines document; and
 - ii. One (1) electronic version (i.e., PDF) of the revised draft Guidelines document
- d. **Deliverable #4 – Final Guidelines Document.** The Consultant will prepare and submit to SHPO and the City of Northville a final version of the Guidelines document that addresses all comments received from SHPO and the City of Northville from the revised draft. All components must be included in their final proposed state. The Consultant shall submit an electronic version of the proposed final submission to SHPO and the City of Northville for final review. This draft will be posted on the City’s website and available at City hall for the public review period; any comments received will be reviewed by the City and SHPO. The Consultant will make any changes deemed necessary by the City and SHPO after the public review period. Once the final draft version has been approved by SHPO, the Consultant shall provide copies of the documents in the following manner:
- i. One (1) editable electronic version (e.g., Microsoft Word) of the final Guidelines document;
 - ii. One (1) electronic version (i.e., PDF) of the final Guidelines document; and
 - iii. One (1) bound hard copy of the final Guidelines document.

The introduction of the Guidelines document and each written, audio, visual, or other material, including public announcements and news releases, produced as part of this project must include a credit that reads verbatim as follows:

The activity that is the subject of this project has been financed in part with Federal funds from the National Park Service, U. S. Department of the Interior, through the Michigan Strategic Fund, Michigan State Historic Preservation Office. However, the contents and opinions herein do not necessarily reflect the views or policies of the Department of the Interior or the Michigan Strategic Fund, Michigan State Historic Preservation Office, nor does the mention of trade names or commercial products herein constitute endorsement or recommendation by the Department of the Interior or the Michigan Strategic Fund, Michigan State Historic Preservation Office.

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U. S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, sex, marital status, or disability. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

Chief, Office of Equal Opportunity Programs
United States Department of the Interior National Park Service
1849 C Street, NW, MS-2740
Washington, DC 20240

Professional Qualifications

The consultant must be qualified as follows: At least one (1) individual who substantially meets, or two (2) individuals together who substantially meet, the professional qualifications for “architectural historian” and/or “historical architect,” as set forth in 36 C.F.R. Part 61 – Appendix A. The consultant will be responsible for ensuring that all project work meets professional standards.

Information Consultants Must Provide in Their Proposals

1. Description of the work to be performed and the products.
2. Consultant’s plan of action for accomplishing the work that includes a breakdown by work component and personnel and a schedule with time frames and hours for each component.
3. Project personnel: Indicate the personnel to be assigned to each task and their educational background and related work experience, including experience in the field of architectural history/historic architecture and development of Design Guideline documents.
4. Writing samples of example Design Guidelines for personnel involved in preparing the report text.
5. Descriptions of at least three (3) other Design Guideline documents similar to this project, conducted by the project team. Website links to these documents should also be provided.
6. At least three (3) references.
7. Total project cost, with itemized budget.

Insurance Requirements

The Consultant shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Northville. The requirements below should not be interpreted to limit the liability of the Consultant. All deductibles and SIR’s are the responsibility of the Consultant.

The Consultant shall procure and maintain the following insurance coverage:

1. **Worker’s Compensation Insurance** including Employers’ Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance** on an “Occurrence Basis” with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included;
3. **Automobile Liability** including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. **Professional Liability** in an amount not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. If this policy is claims made form, then the contractor shall be required to keep the policy in force, or purchase “tail” coverage, for a minimum of 3 (three) years after the termination of this contract.

5. **Additional Insured:** Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be **Additional Insureds:** The City of Northville, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Northville as additional insured, coverage afforded is considered to be primary and any other insurance the City of Northville may have in effect shall be considered secondary and/or excess.
6. **Cancellation Notice:** All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (City of Northville, Dianne Massa, City Clerk, 215 W. Main Street, Northville, MI 48167).
7. **Proof of Insurance Coverage:** The Consultant shall provide the City of Northville at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable

Criteria for Evaluating Proposals

To be acceptable, a proposal must demonstrate all of the following:

1. A solid understanding of the work and the products required.
2. An adequate program and realistic time frames for successful completion of the project.
3. Personnel with the necessary educational background, work experience, writing skills, and administrative skills, including the ability to supervise personnel involved in the project.

Using the above criteria, each proposal will be evaluated first choice, second choice, etc., in each of the above categories and the scores - 1 for 1st choice, 2 for 2nd choice, 3 for 3rd choice, etc. in each category added up. Any proposal that is unacceptable in one of the above categories will not be considered. The proposal receiving the best overall score that also meets the project's budget constraints will receive preference, pending SHPO approval. If neither of the two lowest-scoring proposals meets the City's budgetary constraints, the City reserves the right to re-bid the project or to negotiate with the two consultants whose proposals received the lowest scores.

Project Schedule

This project is made possible by a Certified Local Government Grant from the State Historic Preservation Office and the National Park Service. As such, this project must be completed no later than September 30, 2024. The schedule on the next pages outlines the process and dates that must be met per the grant. However, this schedule may be modified based on the agreement between the City of Northville and SHPO if determined necessary during the project.

WORK SCHEDULE – 2022 - 2024

Task	Date (Week of)
2022	
Solicit and Select Consultant	
City contacts chosen consultant and initiates project	December 6, 2022
Update Guidelines	
Project Kickoff Meeting with Consultant, City of Northville and SHPO.	December 19
Consultant to start background research and field work.	December 16
2023	
Consultant holds Community Engagement Meeting #1, and begins working with the City of Northville staff on developing Deliverable #1.	February 15, 2023 (HDC Mtg.)
Consultant submits Deliverable #1 to City and SHPO for review	April 15
SHPO returns comments on Deliverable #1 to City of Northville and Consultant. Consultant begins working with the City of Northville staff on developing Deliverable #2.	May 15
Consultant submits Deliverable #2 to City and SHPO for review	August 15
SHPO returns comments on Deliverable #2 to the City of Northville and Consultant.	September 15
Consultant revises Deliverable #2 with SHPO's comments, and presents the draft to the City of Northville Historic District Commission at a regularly-scheduled meeting. Gathers input from HDC members and begins working with the City of Northville staff on developing Deliverable #3.	October 18 (HDC Mtg.)
Consultant submits Deliverable #3 to City and SHPO for review	December 15
2024	
SHPO returns comments on Deliverable #3 to the City of Northville and Consultant. Consultant begins working with the City of Northville staff on developing Deliverable #4.	January 15, 2024
Consultant submits Deliverable #4 to City and SHPO for review and comment.	March 15
SHPO returns comments on Deliverable #4 to the City of Northville and Consultant. Consultant revises document, as needed.	April 15
Final document is posted on the City's website and available at City Hall for public review (public review period).	May 1 – May 31
Consultant holds Community Engagement Meeting #2 at a regularly-scheduled HDC meeting, presenting the final document and gathering any remaining input. Revise document as necessary; share revisions with SHPO for approval.	June 19 (HDC Mtg.)
Consultant attends City Council meeting to present the final document.	July 1 (Council Mtg.)
Consultant submits final document to SHPO.	July 15, 2024
Consultant holds HDC training at a regularly-scheduled HDC meeting.	July 17 (HDC Mtg.)
Consultant attends Closeout Meeting with SHPO and the City of Northville.	July 29

Submission Deadlines

Questions about the project may be submitted via e-mail to Sally Elmiger, City Planner, at 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 www.bidnetdirect.com and the City of Northville website www.ci.northville.mi.us.

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.