

# Northville Historic District Intensive Level Survey

## Request for Proposals

### Introduction

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 a designated local historic district. The original survey and study committee report for the designation of Northville's Historic District was conducted in the 1970s, before current standards for historic surveys were developed. In order to properly administer the district, the City of Northville is proposing to conduct a new intensive-level historic and architectural survey of the existing district, as well as complete a new nomination for the National Register of Historic Places and a new Local Historic District study committee report.

It is not proposing to change the district boundaries as part of this project. The purpose and goals of the survey are to:

1. Provide a basis for local planning.
2. Generate significant historical data on surveyed properties within the Historic District so that the Historic District Commission may:
  - a. Know the period of significance for the district.
  - b. Know which buildings in the district, including accessory structures, are contributing to the district allowing them to make informed evaluations/decisions of the historic significance of various features of an historic resource; and
  - c. Make informed evaluations/decisions about the impacts proposed changes will have on the resource.
3. Provide a permanent record for the future.
4. Provide survey results to the public via digital files available on the City's website.
5. Provide survey results to the Northville Historical Society for their records.
6. Complete a new National Register of Historic Places nomination for Northville's Historic District to better facilitate use of historic preservation tax credits
7. Provide survey results to the State Historic Preservation Office for use by federal agencies for project planning.
8. Complete a Local Historic District Study Committee Report modification to include the new eligibility determinations for resources in the district.

The current survey does not contain information on each resource in the District. It only contains information on what was considered the most significant buildings when it was conducted in 1972. Out of 354 parcels in the District, only 61 have been studied to any extent. This lack of information creates gaps in the City's historic story, and leaves the door open for unintended consequences when changes are proposed to unstudied resources.

The current survey does not identify a period of significance for the district and does not specify contributing and non-contributing resources. The survey also does not include accessory buildings, such as carriage houses and out buildings. These structures may contribute to the District, but not having relevant data on them makes it more difficult to preserve them.

The current survey only includes a few of the historic structures in Northville's downtown. This is the heart of the City – its central gathering space – which is used for many community-wide events and

celebrations. To maintain the downtown’s historic fabric, more must be known about these buildings and how this part of City made the residential neighborhoods possible. Doing so will support one of Northville’s largest annual tourism events, the Heritage Festival. The annual event is a community celebration of the era when Northville was founded as a village. It includes special activities, such as vintage baseball, and exhibits and activities at Northville’s Historic Mill Race Village.

Other structure types that are not included in the current survey include industrial buildings, open spaces/parks, and utilities (i.e. water wheel associated with the Henry Ford factory on E. Main St.).

### **Request for Proposals**

The City of Northville seeks consultants to conduct an intensive level above-ground historic and architectural survey and complete a new National Register of Historic Places (NRHP) nomination and Local Historic District Study Report for the Northville Historic District. This District is comprised of the central business district, the surrounding residential areas, and several parcels used historically for industrial purposes. The existing Historic District is shown on the accompanying map, and generally occupies properties adjacent to Cady Street, Main Street, Dunlap Street, Dubuar Street, Linden Court, and Randolph Street between the railroad tracks to the east and the western property lines of parcels on the west side of S. Rogers Street. It contains approximately 354 properties containing approximately 434 buildings, including subsidiary outbuildings, two schools, three churches (one re-purposed), a cemetery, and a park.

### **Project Work**

The project work will include two separate tasks:

- Task 1. An intensive level survey of all buildings and other features.
- Task 2. A new Local Historic District Study Committee Report.
- Task 3. A new NRHP nomination for the Northville Historic District.

**NOTE: THIS RFP PROVIDES A GENERAL DESCRIPTION OF THE PROJECT TASKS. PLEASE REFER TO THE “EXHIBIT A – SCOPE OF WORK” FOR A MORE DETAILED DESCRIPTION OF THE TASKS.**

**Task 1: SURVEY.** The first task includes an intensive level survey of all buildings and other features, according to the SHPOs intensive level survey standards as set forth in its *Manual for Historic and Architectural Surveys in Michigan*, Chapters 2 through 7. All properties, regardless of age, are to be surveyed. A historical overview, including thematic narratives, will be prepared for the district that relates its historical events and developments to the City’s broader history.

No research, other than date of construction, shall be required for any properties less than 40 years old. For 40-plus-year-old properties, research will, at a minimum, include the following information:

- i. Parcel Number
- ii. Resource Historic Name
- iii. Resource Other Name
- iv. Year Built
- v. Resource Type
- vi. Historic Use
- vii. Current Use

- viii. Architectural Classification
  - ix. Style
  - x. Materials-Foundation
  - xi. Materials-Walls
  - xii. Materials-Roof
  - xiii. Materials-Other
  - xiv. Significant Dates
  - xv. Significant Person(s)
  - xvi. Architect(s)/Builder(s)
  - xvii. Street Address
  - xviii. City/Village/Township
  - xix. County
  - xx. Zip Code
  - xxi. Ownership Classification
  - xxii. Eligibility Determination
  - xxiii. Name of Associated Context Theme
- Geographical Coordinates, parsed into decimal degrees to a minimum of six places.

Sources of this information will include the use of early maps, directories, tax assessor's records, the Northville Historic District Study Committee Report (1972), and local history collections at the Northville Public Library and the Northville Historical Society's Mill Race Village archives. The survey process will also include the use of additional sources appropriate to each property such as published/unpublished histories, tax records, building permit records, census records, newspapers, and interviews with property owners and other knowledgeable informants. All properties will be evaluated for historic integrity and significance, and an eligibility determination will be assigned. The survey should include thorough photo-documentation of resource exteriors and compiling descriptive information adequate for the inventory entries in the nomination's description section. The selected contractor will compile a Survey Report that includes the following:

- i. Historic context statement(s) for the city of Northville.
- ii. A completed Inventory Form for each individual resource that includes all of the data categories listed in B.3.c, above. The inventory form shall include a photograph of the respective resource. Inventory forms shall be organized by street name, direction, and street number. (See Appendix C of the *Manual for Historic and Architectural Surveys in Michigan* for a sample inventory form.)
- iii. An Excel list of all surveyed resources that includes: Street number, Street name, Street Direction, year built, architectural classification, architectural style, and eligibility determination.
- iv. Maps with historic district boundaries clearly delineated.
- v. Bibliography in an accepted standard format, such as the *Chicago Manual of Style*.

The consultant will be responsible for all project work and supplies. The consultant will be expected to conduct a minimum of two public informational meetings on the survey, one at the beginning of the project and one at the approximate midpoint. (Refer to Work Schedule at the end of the RFP for further description of meetings.)

## Survey Products

The consultant will provide the following survey products, as specified in Chapter 7 of the SHPO's survey manual, to the City at the conclusion of the survey:

- a) Four (4) sets of electronic records (survey data) on DVD in Excel software and ARC GIS shapefile for all surveyed properties, including intensive level survey information (two for the SHPO, one for the City, and one for the Northville Historical Society's archives at Mill Race Village).
- b) Five printed, spiral-bound copies of the survey report, as set forth in the survey report requirements section in Chapter 7 of the SHPO's Manual for Historic and Architectural Surveys in Michigan (two for the SHPO, two for the City, and one for the Northville Historical Society's archives at Mill Race Village.)
  - i. All written materials must be free of typographical and grammatical errors
  - ii. All photographs must be taken with a digital camera (vs. scans of photographs taken with traditional film camera)
  - iii. All maps must be created using a Geographic Information System (GIS).

**Task 2. LOCAL HISTORIC DISTRICT STUDY COMMITTEE REPORT.** Using the information collected through the Survey, the consultant will develop a Local Historic District Study Committee Report (Preliminary and Final) that meets all of the criteria in Section 399.203 and Section 399.214 of Public Act 169 of 1970, as amended, Michigan's Local Historic District Act. At a minimum, the study committee report will include:

- i. A historic context statement for the Northville Historic District;
- ii. The period(s) of significance for the district;
- iii. A significance statement and justification;
- iv. A historic resource list by address with year built and architect;
- v. The Excel list of inventoried resources that includes eligibility determinations (see Section 5.d.iii above);
- vi. Brief histories, and photographs, of a representative sample of the resources in the district.
- vii. Maps with visual district boundary and a written legal boundary description
- viii. Bibliography

## Local Historic District Study Committee Products

- a) The consultant will hold one public meeting on the Local Historic District study committee report to make a presentation to the City Council for adoption of the Local Historic District Study Committee report (see schedule).
- b) Four (4) printed copies and one (1) digital file in Microsoft WORD format of the final Local Historic District Study Committee Report.

**Task 3: NHRP NOMINATION.** The third task includes completing a new NRHP nomination for the Northville Historic District, in accordance with the National Park Service *Guidelines for Completing National Register of Historic Places Forms*, as well as create and give a PowerPoint presentation for the State Historic Preservation Review Board.

This step in the project must be completed by September, 2018, per the attached schedule.

### **NRHP Nomination Products**

The consultant will provide the following NRHP nomination products, as specified in the National Park Service *Guidelines for Completing National Register of Historic Places Forms*:

- a) Four (4) paper print outs of the final version of the NRHP 10-900 nomination form. The NPS form 10-900 template used shall be the newest version available from the National Park Service. The final version shall incorporate all SHPO comments and be grammatically correct and typo-free.
- b) Four (4) CDs containing the final version of the completed NRHP 10-900 nomination forms in Microsoft WORD 2013 or other recent version as agreed upon by the SHPO.
- c) Four (4) paper printouts in 8 ½ X 11 or 11 X 17-inch format of the final district maps prepared according to the instructions below.

For District and Locator Maps, prepare one (1) map or set of maps of each district to accompany each NRHP nomination. Also prepare one (1) set of Locator maps showing the location of and latitude/longitude coordinates for the Northville Historic District (in lieu of the formerly required USGS map).

- i. District Map(s). A district map or set of maps will be produced in electronic format, suitable for printing in 8 ½ X 11 or 11 X 17-inch size. The map or set of maps must show the boundaries of the NRHP district. The map(s) shall be produced to be fully readable when printed in black and white. The map must show the locations of all historic and non-historic features in the district, including all features listed in the description statement's inventory plus other important features described in the nomination, but not listed in the inventory, such as roads and natural features. All significant features must be identified. The map must provide the following:
  - District name
  - Name of city, county, and state
  - Date of the map
  - Outlines for all buildings and structures, if possible, within the district boundaries, and representations for all other surveyed features. Monuments and other objects may be represented by circles or dots
  - If there are some non-contributing buildings or structures, patterned or shaded coding of footprints of the non-contributing ones should be used
  - District boundaries, with boundary for original district and expansion area differentiated
  - Key identifying any symbols used, including representations for the original boundary and boundary of the expansion area
  - North directional arrow
  - Scale bar (in case map is copied in larger or smaller format)
- ii. Locator Maps. Prepare one (1) large-scale and one (1) small-scale computer-generated locator map for each district showing the location of and latitude/longitude coordinates (in lieu of the formerly required USGS map). The maps shall be produced in accordance

with instructions given in the latest version of the *National Register Draft Electronic Map Policy Factsheet* (current version is dated June 2012). At least one of the maps must show the boundaries of the NRHP district. The maps must list the latitude and longitude coordinates as required above.

- ii. Three (3) sets of color printouts of the large and small-scale electronic locator maps showing the location of and latitude/longitude coordinates for the district prepared according to the instructions above.
  - iii. Four (4) CDs containing a set of the complete set of maps as required above.
- d) Photographs
- i. Provide three (3) sets of color photographic prints of the twenty-five (25) or more final views chosen for each district NRHP nomination, as approved by the SHPO. The photographs must be printed from images that meet the six megapixel (2000 X 3000 pixel image) standard and the prints must be in 5 X 7-inch size. The prints shall be printer-labeled with the image file name in a white border along each print's lower edge. The photographs (and image files) should be numbered in a logical order, such as a sequence of views from one end of the district to the other) that also reflects the order in which the district views will be presented to the Review Board.
  - ii. The image files for the images used for the above sets of prints must be named in accordance with the requirements in the *National Register Photo Policy Factsheet*. The image file names must be in the following format: MI\_Northville HD\_0001 or MI\_Northville HD\_0002, etc. The image file numbers must be stated in four digits.
- e) Provide three (3) sets of a series of 3 CDs for the district, listed below as CD 1 and CD 2 containing color images to be used for the NRHP nomination and the presentation to the State Historic Preservation Review Board.
- i. CD 1: This is the CD that will be submitted to the NRHP as part of the nomination package. CD 1 shall contain the images used for the nomination photographs saved in TIF format. The images shall meet the image and file naming requirements stated above.
  - ii. CD 2: This CD, the SHPO's set of nomination images, will contain the same images as CD 1 but in JPEG format. The images shall meet the requirements stated above and shall have image file names in the same format as required for CD 1.
- f) Interested Persons/Agencies List. Provide three (3) paper printouts and four (4) CDs per district of the Public Officials and Interested Persons/Agencies List in Microsoft Excel Spreadsheet format. This is a list of the appropriate City of Northville public officials and other interested persons and agencies that should be notified of the nomination. For each person or agency include the name, title, and mailing address.
- g) NRHP Presentation for State Historic Preservation Review Board. Provide three (3) CDs with the PowerPoint presentation the Contractor will present to the State Historic Preservation Review

Board. The presentations should begin with images of the district map and at least one of the locator maps. The remainder of the presentation shall contain a selection of images of the district.

### **Professional Qualifications Consultant Must Meet**

The selected consultant must meet the federal professional qualifications for historians and architectural historians set forth in 36 CFR Part 61.

### **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. The plan of action should also include how the consultant plans to gather survey efficiently so that it can easily be used in the NRHP nomination.
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 survey and context development. Experience/training with American and Upper Midwestern history and architectural history should be described.
4. Writing samples of example historical research for personnel involved in preparing the report text.
5. Descriptions of at least three (3) other intensive-level above surveys similar to this project, conducted by the project team.
6. At least three (3) references.
7. Total project cost, with itemized budget.

### **Insurance Requirements**

The Consultant shall procure and maintain the following insurance coverage prior to beginning work. The Consultant shall keep such insurance in force during the entire life of the 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 SIRs are the responsibility of the Consultant.

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 lowest overall score that also meets the project's budget constraints will receive preference. 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, both steps in this project must be completed no later than September 30, 2018. 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 the agreement between the City of Northville and SHPO.



**WORK SCHEDULE – 2017 – 2018 (Includes National Register Nomination)**

<b>Task</b>	<b>Date</b>
<b>Solicit and Select Consultant</b>	
City contacts chosen consultant and initiates project	September 16, 2017
<b>Conduct Survey and Draft Report</b>	
Consultant to meet with SHPO staff to determine the boundaries of the survey and discuss data to be collected.	September 28
Consultant to facilitate project kick-off meeting with Study Committee in a public meeting. Goals of meeting are to initiate the project, describe the process and schedule, and answer questions of the Committee and public in attendance.	October 2
Consultant to conduct historic resource survey (field work)	October 3 – October 31
Consultant to provide Study Committee with summary results of field work (Survey Report)	November 10
Consultant to meet with Study Committee at public meeting to review results of field work (Survey Report)	November 16
Consultant meets with City Council to review results of field work. City Council sends results of field work (Survey Report) to SHPO for review.	November 20
SHPO reviews historic resource survey data (Survey Report) (30-day review), and provides comments.	November 21 - December 22
<b>2018</b>	
Consultant revises results of historic Survey Report per SHPO's comments	January 3, 2018
Consultant to evaluate historic resource survey data and draft preliminary Local Historic District Study Committee report	January 4 – January 25
Consultant to provide draft report to Study Committee for review.	January 26
Consultant and Study Committee meet to review preliminary draft report at public meeting and provide comments.	February 5
Consultant revises draft report, and provides to City Council for review	February 12
City Council considers draft report and provides comments. Report revised.	February 19
Study Committee officially transmits preliminary report to SHPO and other review bodies for comment	February 26
Study Committee, with consultant assistance, holds a public hearing at least 60 days after the official transmittal of the draft report in order to gather input and answer resident questions.	April 30
<b>Finalize Survey Report</b>	
Consultant uses comments from public meeting to finalize Local Historic District Study Committee Report	May 1– May 11
Consultant provides final report to Study Committee and Historic District Commission for review and comments.	May 12

Task	Date
Study Committee and Historic District Commission review final report and provide comments.	May 16
Consultant creates final draft for City Council consideration and adoption.	May 17
City Council considers adoption of the final report at regular meeting of City Council.	May 21
<b>National Register of Historic Places Nomination</b>	
Consultant uses survey report to complete NRHP 10-900 nomination form, and put together materials and PowerPoint presentation for National Register nomination.	May 22 – June 1
Consultant submits first draft of nomination materials to SHPO for review and comment.	June 4
SHPO reviews nomination materials and provides comments.	June 11 – July 23
Working with SHPO, consultant finalizes nomination materials and submits for State Historic Preservation Review Board for review.	July 23 – August 27
Consultant makes presentation to the State Historic Preservation Review Board for their review, comments, and approval.	September (Date TBD)
Once approved, materials are transmitted to the National Park Service for inclusion in the National Register.	September 30

**Submission Deadlines**

Questions about the project may be submitted via e-mail to [historicsurvey@ci.northville.mi.us](mailto:historicsurvey@ci.northville.mi.us) by August 16, 2017 at 4:00 p.m. 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 at the following web address: <http://www.ci.northville.mi.us/Community/HistoricDistrict/HistoricDistrictSurvey.asp> and on BidNet Direct: <https://www.bidnetdirect.com>.

One (1) electronic copy on CD and five (5) paper copies of the proposal must be delivered to the Clerk’s office in a sealed envelope labeled “City of Northville Intensive-Level Above Ground Historic and Architectural Survey.” Proposals must be received by the City Clerk’s Office at the address below **no later than 12:00 p.m. noon on September 5, 2017.** 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, should it be deemed in its best interest to do so.

**The RFP must include the federal credit below:**

Include in the Introduction of the final report and in each written, audio, visual, or other material, including public announcements and news releases produced through this Agreement, 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 State Housing Development Authority. However, the contents and opinions herein do not necessarily reflect the views or policies of the Department of the Interior or the Michigan State Housing Development Authority, nor does the mention of trade names or commercial products herein constitute endorsement or recommendation by the Department of the Interior or the Michigan State Housing Development Authority.

Financial Assistance Credit and Disclaimers. The Subgrantee and its subcontractors shall also print in each written, audio, visual, or other material (including any public service announcement or news release) produced through this Agreement, a notice as follows:

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Acts 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, disability, or age in its federally assisted programs. Michigan law prohibits discrimination on the basis of religion, 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