

**LINCOLN COUNTY
ECONOMIC DEVELOPMENT FOUNDATION
216 E. Lincoln Avenue
Lincoln, Kansas 67455**

785-524-8954

lcedf@lincolncoks.org

July 12, 2018

RE: REQUEST FOR PROPOSALS for NRHP NOMINATION

Dear Consultant:

The Lincoln County Economic Development Foundation (LCEDF) is interested in receiving written statements of proposals from individuals and/or firms qualified to prepare a National Register of Historic Places (NRHP) nomination for the former Lincoln High School, 700 S. 4th Street, in Lincoln, Kansas. Nominating the property to the NRHP will aid the property owner, the 1922 Foundation, and the LCEDF in efforts to rehabilitate and adaptively reuse the property so that it may become an asset to the community once again.

Requests for Proposals (RFP) and letters of interest should be addressed to the LCEDF at the following address:

Lincoln County Economic Development Foundation
Attn: Kelly Larson
216 E Lincoln Avenue
Lincoln, KS 67455

Sealed proposals must be received in the LCEDF office by **no later than 4:00 p.m. on Friday, August 10, 2018**. Should you have any questions about the proposal, please contact Kelly Larson at (785) 524-8954 or email LcedfDirector@Outlook.com.

This RFP is one of two separate RFPs by the LCEDF seeking individuals or firms to do work in Lincoln County. The other RFP is to conduct intensive surveys and develop survey reports for three areas including downtown Lincoln, Lincoln's city park, and downtown Sylvan Grove. A prospective consultant may submit proposals for both RFPs; however, the prospective consultant **MUST** submit individual proposals corresponding with each individual RFP.

Sincerely,

Kelly M. Larson
Executive Director

cc: Katrina Ringler, Grants Manager

Lincoln County Economic Development Foundation

Request for Proposals (RFP)

National Register of Historic Places Nomination for the former Lincoln High School, Lincoln, KS

Project Overview

The Lincoln County Economic Development Foundation (LCEDF) is interested in receiving written statements of proposals from individuals and/or firms qualified to prepare a National Register of Historic Places (NRHP) nomination for the former Lincoln High School, 700 S. 4th Street, in Lincoln, Kansas.

Built in 1921, the Lincoln High School is approx. 36,000 square feet, with three floors that includes classrooms, an auditorium, gymnasium and cafeteria. In 1996, the community built a new school and the property was sold. Since that time the building has been mostly vacant and the condition has deteriorated with the majority of problems stemming from roof issues. See Attachment #1 for photos of the property.

The property is currently owned by the 1922 Foundation, a not-for-profit 501c3 organization whose goal has been to rehabilitate the school and make it a viable asset in the community. The LCEDF and the 1922 Foundation realize that listing the property on the NRHP will open up opportunities to access historic tax credits, grants and other funding sources that will continue to assist local efforts to reuse and revitalize the building.

Over the past two years, initiatives focused on the high school include:

- Hiring an architecture student to document the high school, gather community input and develop conceptual reuse plans. The student measured the building, created floor plans (the originals have been lost), and met with many local citizens, stakeholders, and business leaders to determine viable ideas for the building's reuse. The project created much buzz within the community.
- Working with the Kansas Department of Health and Environment on a Brownfield's Targeted Assessment program to determine any environmental issues that may need to be addressed in a future rehabilitation project. The report identified locations of asbestos but no other major environmental contamination elsewhere on the property.

The LCEDF applied for and received a Historic Preservation Fund grant from the Kansas State Historical Society (KSHS), funded in part by a grant from the National Park Service, Department of Interior, to hire a consultant to prepare a nomination for the property for listing on the National Register of Historic Places (NRHP).

Questions regarding this project should be addressed to:

Kelly Larson, Executive Director
Lincoln County Economic Development Foundation
Address: 216 E Lincoln Ave., Lincoln, KS 67455
Phone: (785) 524-8954
Email: LcedfDirector@Outlook.com

Scope of Work

This project is partially funded by a Historic Preservation Fund grant from the National Park Service and the Kansas Historical Society and must be completed in accordance with the guidelines and regulations established by the National Park Service and the Kansas State Historical Society.

All activities and products will be in accordance with the Secretary of the Interior's Standards and Guidelines for survey, planning, and National Register nominations, the National Park Service's *Historic Preservation Fund Grants Manual*, and the State of Kansas's *Historic Preservation Fund Products Manual* (https://www.kshs.org/preserve/pdfs/2018_hpf_productsmanual.pdf).

The hired consultant will be responsible for the following products:

1. Initial meeting – Consultant meets with the LCEDF and KSHS staff to review expectations for the project, and receive appropriate forms and guidance on the type of information and materials required for the project.
2. Research and survey – Conduct thorough research on the history of the property utilizing a variety of source materials and complete a visual survey that includes photo-documentation of both the exterior and interior of the property, and compiling descriptive information adequate for the nomination's description section.
3. NRHP Nomination – Prepare a complete set of NRHP nomination materials as required by KSHS staff. The process for submission includes:
 - a. Draft review – Submit a draft of the nomination to the KSHS and LCEDF for review and comment. The KSHS has 60 days to respond to the consultant with revisions. KSHS revisions may continue until the nomination is ready for presentation to the Kansas Historic Sites Board of Review.
 - b. Final NRHP Nomination – One (1) digital and One (1) hard (paper) copy of the NRHP nomination including all photos, copies of source materials, maps and any other materials requested by the KSHS.
 - c. Upload into Kansas Historic Resources Inventory (KHRI) - Consultant will record and upload a complete inventory form to the KHRI online database as outlined in the HPF 2018 Grant Products Manual and HPF Grant-Funded Survey Requirements FY2018 and will notify KSHS staff when the inventory forms are complete and ready for review.
4. Kansas Historic Sites Board of Review Presentation – Consultant shall present the final NRHP nomination to the Kansas Historic Sites Board of Review. The consultant shall coordinate with KSHS staff on scheduling the presentation.
5. Monthly progress reports – A summary of work performed over the last month due to the LCEDF Director no later than the 5th day of each month under which the consultant is contracted.
6. Project completion report – A summary of the overall project and its outcomes.

Proposed Timetable

The starting date for this project is no later than October 1, 2018, and the completion date is no later than July 1, 2019. Written progress reports shall be submitted to the LCEDF Director by the 5th of each month during the consultant contract period.

The milestones for this project will be as follows:

- Milestone #1: Draft nomination submitted to the LCEDF and KSHS for review by January 15, 2019
- Milestone #2: Final nomination form and all supporting materials submitted to the LCEDF and KSHS by April 15, 2019
- Milestone #3: All remaining closeout materials submitted to the LCEDF by July 1, 2019.

Consultant Qualifications

The consultant hired must meet the Secretary of the Interior's Professional Qualifications Standards (http://www.nps.gov/history/local-law/arch_stnds_9.htm) and must be approved by the Kansas State Historic Preservation Office. Minimum qualifications for this project include demonstrated knowledge and experience in History, Architectural History, or Historic Architecture. Previous experience in the preparation of National Register nominations is preferred.

The consultant must possess a sound working knowledge of American architectural history and should be familiar with the styles and types familiar to Kansas. The consultant should demonstrate experience in preparing nominations that result in properties being listed on the NRHP. In addition, the consultant must demonstrate an interest in the project, convey an understanding of the requirements of the effort, provide references for other similar projects, show an ability to work within the schedule and budget, and to provide the deliverables noted herein.

Review of Proposals

The Lincoln County Economic Development Foundation will award a contract based on an evaluation of the technical merits of the proposal. Qualified applicants may be contacted for additional information if needed. The LCEDF may elect to interview the highest-ranking firms prior to selecting a consultant.

The following criteria will be used to evaluate each proposal:

1. Complete proposal and overall presentation.
2. Qualifications of the consultant or firm to provide the products outlined in the project description and scope of work.
3. The ability of the consultants to complete the proposed project and meet project completion date.
4. Proposed costs for providing consultant services for the proposed project.
5. A list of projects similar in scope to the proposed project that have been completed within the past three years.
6. The applicant's ability to meet the Secretary of the Interior's Professional Qualifications Standards (this document can be found at www.cr.nps.gov/local-law/arch_stnds_9.htm).

7. Understanding of the proposed project.
8. Understanding of the community and its relationship to the proposed project.
9. Qualifications and reputation as an experience professional consultant or firm in the completion of National Register of Historic Places nominations.
10. Quality of previous projects of a similar nature.

The LCEDF reserves the right to reject any proposal not complying with the requirements outlined in the Request for Proposal (RFP), or may opt not to do the project at all. Additionally, the LCEDF may choose to contract with multiple consultants to complete the project.

Proposal Submission Requirements

All proposals must contain the following information:

1. Qualifications of the consultant or firm to provide the products outlined in the project description including qualifications of any persons assigned to work on the project.
2. Resumes of all persons assigned to work on the project.
3. A narrative explaining how the project would be accomplished, including a work plan, methodology of conducting research and utilizing resources for completing the project, and the ability of the consultant to complete the proposed project.
4. Proposed cost for providing consultant services for the proposed project.
5. Schedule and timeline for completing work.
6. A list of projects similar in scope to the proposed project that have been completed by the consultant or firm in the last three years.
7. References from at least three (3) similar projects including project name, contact person, telephone numbers and email addresses.

Proposals must be received in the LCEDF office by no later than **4:00 p.m. on Friday, August 10, 2018**. Please include one hard copy and one digital copy on compact disc (PC format Microsoft compatible) of all submittal materials. Bids will be opened at 4:00pm, Friday, August 10, at the LCEDF's office, 216 E Lincoln Ave., Lincoln, KS.

Proposals must be submitted to:

Lincoln County Economic Development Foundation
Attn: Kelly Larson
216 E Lincoln Avenue
Lincoln, KS 67455

If you have any further questions about the proposed project, please contact Kelly Larson at (785) 524-8954, or email LcedfDirector@Outlook.com.

This Request for Proposals (RFP) is one of two separate RFPs by the LCEDF seeking individuals or firms to do work in Lincoln County. The other RFP is to conduct intensive surveys and develop survey reports for three areas including downtown Lincoln, Lincoln's city park, and downtown Sylvan Grove. A prospective consultant may submit proposals for both RFPs; however, the prospective consultant MUST submit individual proposals corresponding with each individual RFP.

Contract

Following selection of the successful firm, the LCEDF and the consultant will develop a Contract with a final Scope of Services to outline the specific purposes, objectives and tasks of the project based on the information and proposed costs submitted in response to this RFP. The LCEDF expects to award the contract by September 1, 2018.

All persons awarded and/or entering into contracts with the LCEDF shall be subject to and required to comply with all applicable City, State and Federal provisions pertaining to non-discrimination, Equal Employment Opportunity and Affirmative Action. The LCEDF is an Equal Opportunity Employer and shall comply with all applicable Federal, State, and local laws, rules, and regulations in the awarding of this contract.

The selected consultant shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry. The consultant shall in all solicitations or advertisements for employees include the phrase, "equal opportunity employer." The contractor agrees that if the contractor fails to comply with the manner in which the contractor reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the agreed upon contract and it may be canceled, terminated or suspended, in whole or in part, by the LCEDF. If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated, or suspended, in whole or in part, by the LCEDF.

This project has been financed in part with Federal funds from the National Park Service, a division of the United States Department of the Interior, and administered by the Kansas State Historical Society. The contents and opinions contained within, however, do not necessarily reflect the view or policies of the United States Department of the Interior or the Kansas State Historical Society.

This project receives Federal funds from the National Park Service. 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, 1849 C Street, N.W., Washington, DC 20240."

Attachment #1 – Photos of the former Lincoln High School



Property Lines



North façade of the building on College Street



East façade of the building off parking lot



Gymnasium



Interior hallway



Auditorium