

**CITY OF ENTERPRISE**  
**REQUEST FOR PROPOSALS FOR HISTORIC CONSULTANT**  
June 7, 2010

The City of Enterprise, is accepting proposals from interested consultants to assist the City with a Multiple Property Document and a Multiple Property Submission for National Register Nominations of 3-5 individual buildings. Consultant will work closely with the Oregon State Historic Preservation Office to insure all state and national requirements are met.

**Background:** A Reconnaissance Level Survey (RLS) of the Central Business District was completed in June, 2008 and the Intensive Level Survey (ILS) was completed in August 2009. The Central Business District is located in the commercial district consisting of Main Street, Greenwood Street, North Street and the cross streets from NE 2<sup>nd</sup> to NW 3<sup>rd</sup> and SE 2<sup>nd</sup> to SW 3<sup>rd</sup>. The Intensive level Survey included 10 buildings that were all found to be Eligible/Contributing. One building has since become ineligible.

**Proposed Scope of Work and Schedule for a Multiple Property Document:**

The City of Enterprise is seeking proposals from qualified firms or individuals to prepare a Multiple Property Document (MPD) form and three to four accompanying individual nominations for listing in the National Register of Historic Places. The context should address the development of the downtown commercial core from its establishment in 1899 through 1920.

The breadth of the MPD and final number of nominated buildings will be based on project budget, the consent of individual property owners, and consultation with City Staff and the Oregon SHPO. The context and registration requirements for the MPD should be informed by existing National Register nominations, surveys, studies, and original research, including, but not limited to, additional Intensive Level Survey studies as appropriate, primary document research, oral history interviews as appropriate, and review of all applicable secondary literature that pertains to the history and development of the City of Enterprise.

The MPD document and individual nominations shall be accompanied with all necessary maps, photographs, and appendixes as required by the Oregon SHPO and National Park Service. All research materials and documents produced as part of the project shall be organized and provided to the City and Oregon SHPO.

The MPD and accompanying nominations and additional surveys shall be completed on the appropriate National Register forms supplied by the Oregon State Historic Preservation Office, and completed in accordance with the publication "Guidelines for Conducting Historic Resource Surveys in Oregon, 2008, or latest copy available from the Oregon State Historic Preservation Office, and National Register Bulletin 15, "How to Apply the National Register Criteria for Evaluation;" Bulletin 16a, "How to Complete the National Register Registration Form;" and Bulletin 16b, "How to Complete the National Register Property Documentation Form."

Bids must include all costs associated with seeing the MPD document and individual nominations to final submission to the Keeper of the National Register, including any required revisions and attendance at the meeting of the State Advisory Committee on Historic Preservation when the group considers the MPD and individual nominations for listing and at least four progress meetings with city staff.

This survey is partially funded by a Certified Local Government Grant and must be completed

and approved by July 1, 2011 by the City for submission to the Oregon State Historic Preservation Office for review. The Historic Landmarks Commission and city staff will work closely with the consultant, and assist in the research and editing. Coordination of volunteer efforts, research assistance, administrative and logistics support, mapping, and general word processing will be provided by the City.

**Qualifications/Experience:** The successful consultant must provide evidence of ability to perform the required work, including examples of similar projects and references to contact. The consultant shall meet the qualification standards contained in the Secretary of the Interior's Guidelines for Historic Preservation Projects (Federal Register, Vol. 48, No. 190, September 29, 1983, pp. 44738 and 44739). Proposals to perform this work shall include the following information:

- (1) Name and qualifications of individuals selected to work on this project, including the names and qualifications of any subconsultants that would be performing any aspect of this work.
- (2) A statement of general firm qualifications and specific experience with intensive surveys and writing of historic context statements. Examples of similar work performed for other jurisdictions shall also be required, as will a list of references for similar projects.
- (3) The method and approach your firm would use in providing consulting services.
- (4) A budget with a description of each task and the cost to complete it. A firm all inclusive total price must be included in the proposal. If, in order to provide a firm price clarification of the scope of work is needed, contact the City at the phone number below.
- (5) A general time line by task.

**Contract Conditions:** This RFP does not commit the City of Enterprise to the award of a contract, nor to any of the cost incurred in the preparation and submission of proposals in anticipation of a contract. The City reserves the right to accept or reject any or all proposals received as the result of this request, to negotiate with all qualified sources, or to cancel all or part of this RFP. Before commencing work, the selected consultant shall provide evidence of insurance satisfactory to the City. The contract shall specify a billing procedure acceptable to the consultant and the City.

**Evaluation of Proposals:** Each proposal shall be evaluated on its completeness, the consultant's past experience with similar projects, and cost. Cost alone shall not govern the City's decision.

**Submission of Proposals:** The proposal shall be furnished to:

The City of Enterprise  
108 NE 1<sup>st</sup> Street  
Enterprise, Oregon 97828

Proposals will not be considered if received after 4:00 PM July 29<sup>st</sup>, 2010. Postmarks are not acceptable.

The proposal shall be considered valid for a period of at least 90 days and shall contain a statement to that effect. The proposal shall contain the name, postal address, e-mail address and telephone number of the individual with authority to bind the firm to a contract for service. Please contact the City of Enterprise with any questions on this request for proposal at 541-426-4196.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2010

CITY OF ENTERPRISE

By \_\_\_\_\_  
Irving E. Nuss Jr., Mayor

By \_\_\_\_\_  
Michele Young, City Administrator/Recorder